1. **Agency:** Kansas Department of Revenue – Division of Taxation

2. **Records Officer:** Christy Weiler  
   **Phone:** 291-3570

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** February 17, 2010

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:**  
   Approved retention schedule.

9. **Appraisal Narrative:**  
   The records officer from the Dept. of Revenue contacted the Historical Society requesting a change in the retention of this series. The request was to lengthen the retention period from five tax years to seven.
Retention/Disposition Schedule Entries

565-007
Department of Revenue
Division of Taxation
Customer Relations

International Fuel Tax Agreement (IFTA) Reports (Series 0196-565)
Reports of IFTA taxes filed by truckers required by Kansas Department of Revenue (KDOR).
Entry Status: Ready for SRB
Retention Period: 7 tax yrs
Disposition: Destroy
Restrictions: KSA 75-5133
Record Copy: Unknown
Remarks: 2/17/10: Lengthened retention period from 5 tax years to 7.
1. **Agency:** Kansas Department of Corrections

2. **Records Officer:** Mary Chambers  
   **Phone:** 296-1136

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** February 17, 2010

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:**  
   Approved retention schedule.

9. **Appraisal Narrative:**  
   The records officer from the Dept. of Corrections requested a revision to the Department’s retention and disposition schedule. The request is to add this new series to the current schedule.
Retention/Disposition Schedule Entries

521-001
Department of Corrections
Central Office

Offender Payments to Parole (Series Unknown)
Monthly supervision fee payments and positive urinary analysis (UA) payments made by offenders under KS Department of Corrections community supervision (parole). These documents are filed by staff in Central Office.

Entry Status: Ready for SRB
Retention Period: 005 Fiscal Years
Disposition: Destroy
Restrictions: None
Record Copy: Unknown
Remarks: 4/1/10 -- New series
Retention/Disposition Schedule Entries

039-004
Department on Aging
Aging Policy, Planning, and Advocacy
Home and Community Based Services

Home Community Based Services, Frail and Elderly (HCBS/FE) Assistive Technology Request (Series Unknown)
Assistive Technology requests and documentation for KDOA approval or denial for the Area Agencies on Aging (AAAs) to purchase items for the HCBS/FE customer.
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.
Schedule Authority: Agency
Last Surveyed 16 October 2008
Record Copy: Unknown
Remarks: New entry.

Home Community Based Services, Frail and Elderly (HCBS/FE) Waiting List (Series Unknown)
Internal records documenting the Waiting List process, monitoring, and tracking for all individuals placed on the waiting list.
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.
Schedule Authority: Agency
Last Surveyed 16 October 2008
Record Copy: Unknown
Remarks: New entry.
1. **Agency:** Kansas Department on Aging

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

3. **Appraising Archivists:** Marcella Wiget, Bob Knecht, Matt Veatch, Pat Michaelis, Scott Leonard

4. **Date of Appraisal:** April 1, 2010

5. **Total records - No. of Series:** 3

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

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

8. **Appraisal Based Upon:**

   Approved retention schedule.

9. **Appraisal Narrative:**

   The Department on Aging requested a revision to the agency’s current retention and disposition schedule. Two of the three series are new series requested as additions to the schedule.

   The third series was reappraised as part of the NHPRC grant project; KSHS staff has reappraised the series to no longer have enduring value, thereby requesting a change in disposition from “Retain until no longer useful, then transfer to the archives for purging” to “Destroy.”
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.

Aging Network Specialist

Pre-Admission Assessment Files (Series 0075-039)
Correspondence, notes, and other documents relating to the agency's involvement with the state program that requires nursing home applicants to have their needs assessed prior to admission.
Entry Status: Ready for SRB
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain 2 years in office, transfer to the State Records Center and retain 5 years, then destroy
Record Copy: Unknown
Remarks: 4/1/10 -- Reappraised as part of the MPLP grant; changed disposition from "Archives" to "Destroy" and set retention period.

Home and Community Based Services

Home Community Based Services, Frail and Elderly (HCBS/FE) Notification of Waiver Opening (NOWO) (Series Unknown)
Records related to the notice of service implementation.
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.
1. **Agency:** General Retention Schedule for Local Health Departments

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

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** January 9, 2010

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

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

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

   No. of Series: 0

8. **Appraisal Based Upon:**

   Approved retention schedule.

9. **Appraisal Narrative:**

   The staff from the Sedgwick County Records Management program requested the addition of these two series to cover records related to the Federal Health Portability and Accountability Act of 1996. The proposed series have been reviewed and agreed to by other local health departments.
Retention/Disposition Schedule Entries

000-111
Local Government Records
Health Department

HIPAA Complaint Records (Series Unknown)
Consists of "Protected Health Information Handling Complaint Form" (or similar content)
submitted to employee(s) serving as HIPAA Privacy Officer(s), associated correspondence and
other associated records documenting complaints, investigations of complaints and responses to
complaints.

**Entry Status:** Ready for SRB  
**Retention Period:** 6 calendar years  
**Disposition:** Destroy  
**Restrictions:** Maintain confidentially, consistent with HIPAA Privacy Rule, Kansas statutes and
any other applicable regulations.  
**Comments:** Maintained by HIPAA Privacy Officer(s).
**Record Copy:** Unknown  
**Remarks:** 1/9/10: New entry.

HIPAA Compliance Records (Series Unknown)
Records created to comply with requirements of the Federal Health Portability and
Accountability Act of 1996 (HIPAA) or created to document compliance with the Privacy Rule
of the Act, which regulates treatment of Protected Health Information (PHI). Some or all of the
documents in this records series may be filed within Client Charts (and considered part of that
records series), may be filed separately, or may be maintained in duplicates to copies filed as
part of Client Charts. Examples of documents in this series may include, but are not limited to,
"Client Request to Access Protected Health Information," "Client Approval to Access Protected
Health Information."

**Entry Status:** Ready for SRB  
**Retention Period:** 6 calendar years  
**Disposition:** Destroy  
**Restrictions:** Maintain confidentially, consistent with HIPAA Privacy Rule, Kansas statutes and
any other applicable regulations.  
**Comments:** When Client Chart files are maintained, all HIPAA compliance records may be
filed in charts of individual clients. In some cases, charts may not be created or duplicate
documents may be maintained by employee(s) serving as HIPAA Privacy Officer(s) for
compliance purposes.  
**Record Copy:** Unknown  
**Remarks:** 1/9/10: New entry.