

**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
July 15, 2010**

1. **Agency:** Local Government – Register of Deeds General Schedule
2. **Appraising Archivist:** Scott Leonard
3. **Date of Appraisal:** June 23, 2010
4. **Total records - No. of Series:** 1
5. **Archival/Permanent records - No. of Series:** 1
6. **Records Eligible for Immediate Transfer to Archives:**  
  
**No. of Series:** 0
7. **Appraisal Based Upon:**  
  
Approved retention schedule.
8. **Appraisal Narrative:**

The Kansas Register of Deeds Association contacted the Historical Society requesting a revision to the current Register of Deeds schedule. The Registers requested a change from a 10 year retention to a permanent retention because the agreement among the Registers is that this series needs to be kept in the office permanently.

## **Retention/Disposition Schedule Entries**

**000-113**

**Local Government Records**

**Register of Deeds**

**Reception/Receiving Record Books** (Series 0020-113)

Record of all instruments filed with the register of deeds showing date and time of reception, names of grantor and grantee, kind of instrument, to whom and how delivered and fees received.

**Entry Status:** Ready for SRB

**Retention Period:** Permanent

**Disposition:** Permanent

**Restrictions:** None

**Comments:** Also called Notebooks.

**Record Copy:** Unknown

**Remarks:** 6/23/2010--Revised retention from 10 fiscal years to Permanent.

**KANSAS STATE RECORDS BOARD  
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July 15, 2010**

1. **Agency:** Kansas Department of Commerce
2. **Records Officer:** John Bowes           **Phone:** 296-2122
3. **Appraising Archivists:** Scott Leonard
4. **Date of Appraisal:** July 9, 2010
5. **Total records - No. of Series:** 6
6. **Archival/Permanent records - No. of Series:** 2
7. **Records Eligible for Immediate Transfer to Archives:**  

**No. of Series:** 0

8. **Appraisal Based Upon:**  

Approved retention schedule.

9. **Appraisal Narrative:**  

The Department of Commerce requested a revision of the Agency's current Retention & Disposition Schedule. All of these series are new series: Workforce Development Division – one; Rural Development Division (formerly Community Development Division) – two; and Legal Services – three.

The Obsolete series come from a clean up of the Agency's schedule.

## Retention/Disposition Schedule Entries

**300-002**

### **Department of Commerce Workforce Development Division**

#### **Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) Services and Benefits (Series Unknown)**

Application forms and supporting documents relating to TAA, TRA & ATAA Federal Programs.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain in office 2 federal fiscal years, transfer to the records center for 4 federal fiscal years, then destroy.

**Record Copy:** Paper

**Remarks:** 7/9/2010--New series.

**300-004**

### **Department of Commerce Rural Development Division**

#### **American Recovery and Reinvestment Act (ARRA) Community Development Block Grant Fiscal Files (Series Unknown)**

Vouchers, receipts, financial worksheets, etc. relating to financial reporting by recipients of community development block grants as required by federal regulations.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** 24 CFR Subtitle A part 85 (85.42)

**Comments:** Retain 3 years after community development block grant year has closed, then destroy.

**Record Copy:** Unknown

**Remarks:** 7/9/2010--New series.

#### **American Recovery and Reinvestment Act (ARRA) Grant Files - Kansas Small Cities Community Development Block Grant (Series Unknown)**

Variety of documents dealing with applications for federally funded planning, community improvement projects, and economic development grants and the implementation of those awarded.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** None

**Comments:** Retain 5 years after the end of the grant period, then transfer to the archives for

purging.

**Record Copy:** Paper

**Remarks:** 7/9/2010--New series.

### **300-007**

#### **Department of Commerce**

#### **Legal Services**

##### **Minutes - Kansas Athletic Commission (Series Unknown)**

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:** Archives

**Restrictions:** None

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

**Record Copy:** Paper

**Remarks:** 7/9/2010--New series.

##### **Receipts Record - Kansas Athletic Commission-Cash and Checks (Series Unknown)**

Records of cash and checks received by the agency: receipt slips, receipt books, receipt ledgers, etc.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

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

**Record Copy:** Unknown

**Remarks:** 7/9/2010--New series.

##### **Subject Files - Kansas Athletic Commission (Series Unknown)**

Wide variety of documents relating to the Kansas Athletic Commission. Includes result sheets, ticket stubs and event videos.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

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

**Record Copy:** Unknown

**Remarks:** 7/9/2010--New series.

## Retention/Disposition Schedule Entries -- OBSOLETE

### 300-004

#### Department of Commerce Rural Development Division

##### **Community Technical Assistance Files** (Series 0014-300)

Documents relating to the activities of resource teams from the agency which assist communities desiring to improve their economic conditions but lacking the technical expertise.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain in office 2 calendar years, transfer to the records center for 5 calendar years, then destroy.

**Record Copy:** Unknown

**Remarks:** 7/9/2010--Obsoluted.

##### **Huck Boyd National Institute Files** (Series 0015-300)

Documents relating to the coordinated program involving the Huck Boyd Foundation, the Department of Commerce and Housing, and KSU designed to promote economic development in rural areas.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** None

**Comments:** Obsolete series. Transfer to the records center for 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/9/2010--Obsolete.

##### **Kansas Rural Development Commission (KRDC) Files** (Series 0016-300)

Documents relating to the activities of the KRDC composed of federal, state, local and private sector members which develop resource allocation strategies to meet rural development needs.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** None

**Comments:** Retain in office 2 calendar years, transfer to the records center for 5 calendar years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/9/2010--Obsolete.

##### **Office of Rural Opportunity Files** (Series 0020-300)

Documents relating to the policies and operations of the Office of Rural Opportunity which provides a single point of contact for rural communities through a toll-free referral service.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** None

**Comments:** Transfer to the records center for 5 calendar years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/9/2010--Revised name from "Rural Assistance Center"; removed from obsolete status.

**Rural Assistance County Files (Series 0021-300)**

Logs, memos, notes, etc. relating to calls received from counties seeking economic development assistance.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Obsolete series, destroy immediately.

**Record Copy:** Unknown

**Remarks:** 7/9/2010--change to Obsolete status.

**Supercollider and Superconductor Project Files (Series 0022-300)**

Documents relating to the effort to persuade supercollider and superconductor consortia to construct facilities in Kansas communities.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** None

**Comments:** Obsolete series. Transfer immediately to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/9/2010--move to Obsolete status.

**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
July 15, 2010**

1. **Agency:** Kansas Technology Enterprise Corporation (KTEC)
2. **Records Officer:** Julie Masilionis                      **Phone:** 296-1159
3. **Appraising Archivists:** Scott Leonard
4. **Date of Appraisal:** June 30, 2010
5. **Total records - No. of Series:** 9
6. **Archival/Permanent records - No. of Series:** 6
7. **Records Eligible for Immediate Transfer to Archives:**  

**No. of Series:** 0

8. **Appraisal Based Upon:**  
Approved retention schedule.

9. **Appraisal Narrative:**  
KTEC contacted the Historical Society to revise the current Agency Retention & Disposition Schedule. They are in the process of revising their overall agency document management policies and procedures, which will align with the revised Schedule.

KTEC was created by the Kansas Legislature in 1986, which identified a need for entrepreneurship and technology-based economic development. It is a private/public partnership established to promote technology based economic development, and is governed by a 20-member, industry-led, board that includes university, Legislature and industry representatives. KTEC's mission is to create high-growth companies that put Kansas in a competitive position, and it oversees seven entrepreneurial centers around the state. It also seeks to provide equity investment in early-stage technology companies and helps companies acquire the capital they need in critical early states.

The revised schedule brings together many of the current series into "big bucket" groupings to align with the agency's functional areas. This will streamline KTEC's document file structure in both paper and electronic formats. All permanent records will be kept on paper and stored in a fire-proof safe, and any electronic versions will be password protected on the agency shared network drive. Copies are filed for daily use to protect the permanent records from changes. The new document retention processes will include annual reviews of the file structure, the retention policy, and document disposition, in both hard copy and electronic.



## Retention/Disposition Schedule Entries

### 371-001

#### **Kansas Technology Enterprise Corporation Administration**

**Affiliated Boards - Boards which include KTEC staff (Series Unknown)**

Board materials including minutes, agendas, & presentations.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain for 5 years or until no longer useful, then destroy. All files may be stored electronically or hard copy.

**Record Copy:** Unknown

**Remarks:** 7/9/2010--New series.

**All Contracts for Program Services (including Centers of Excellence, Incubators, Pipeline and others) (Series Unknown)**

Correspondence, reports, contracts, site reviews, evaluations, etc.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until agreement is expired plus 5 years. All files may be stored electronically or hard copy.

**Record Copy:** Unknown

**Remarks:** 7/9/2010--New series; supersedes 0002-371, 0003-371, 0009-371, 0010-371, 0011-371, 0019-371, 0020-371, 0021-371, 0022-371, 0024-371, & 0032-371.

**All Grant, Royalty, Investment Programs (including SBIR, STTR, ARMF, TCSF, EpsCor, Star and others) (Series Unknown)**

Correspondence, agreements, reports, applications, marketing materials, all related documents to each transaction.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Permanent

**Restrictions:** KSA 74-8104(c) & KSA 74-8102(c)

**Comments:** Retain entire file until agreement is expired and/or return is no longer anticipated plus 5 years, then retain only agreement permanently. Permanent records are stored in hard copy: all other files may be electronic or hard copy.

**Record Copy:** Paper

**Remarks:** 7/9/2010--New series; supersedes 0001-371, 0006-371, 0008-371, 0015-371, 0023-371, 0025-371, 0026-371, 0033-371, 0036-371, 0038-371, 0040-371, 0042-371, & 0043-371.

**Angel Tax Credit Program (Series Unknown)**

Correspondence, reports, applications, documentation, & all materials related to each

transaction.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Permanent

**Restrictions:** KSA 74-8131

**Comments:** Retain entire file for 5 years, then retain only issued tax credit certificates. Permanent records are stored in hard copy; all other files may be electronic or hard copy.

**Record Copy:** Paper

**Remarks:** 7/9/2010--New series.

**Economic Impact Report Files** (Series 0013-371)

Survey responses and reports documenting sales projections, cost savings, etc. relating to the effectiveness of the role of KTEC.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Permanent

**Restrictions:** KSA 74-8104c & KSA 74-8134

**Comments:** Retain survey responses for 5 years, then only retain survey reports. Permanent records are stored in hard copy; all other files may be electronic or hard copy.

**Record Copy:** Paper

**Remarks:** 7/9/2010--Revised series title & retention (changed from "Retain until no longer useful, then transfer to archives for purging"); also supersedes series 0037-371.

**Federal Grants Received by the Agency** (Series Unknown)

Correspondence, reports, contracts, site reviews, evaluations, etc., applicable to Small Business Administration (SBA), Economic Development Administration (EDA), Mid-America Manufacturing Technology Center (MAMTC), and others.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Permanent

**Restrictions:** None

**Comments:** Retain all files for 3 years, then retain grant document only. Permanent records are stored in hard copy: all other files may be electronic or hard copy.

**Record Copy:** Paper

**Remarks:** 7/9/2010--New series.

**Legislative Requests** (Series Unknown)

Correspondence, reports and materials provided to the legislature throughout the legislative session.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain until no longer useful, then destroy. All files may be stored electronically or hard copy.

**Record Copy:** Unknown

**Remarks:** 7/9/2010--New series.

**Non-Financial Audits and Assessments** (Series Unknown)

Correspondence, reports, materials related to audits and assessments of KTEC programs to determine efficiency and compliance with Kansas statutes including Kansas Inc, Legislative Post Audits, and assessments performed by contractors hired by KTEC.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Permanent

**Restrictions:** None

**Comments:** Retain documents related to preparation for 5 years, then only retain final report. Permanent records are stored in hard copy; all other files may be electronic or hard copy.

**Record Copy:** Paper

**Remarks:** 7/9/2010--New series.

**Organizational Documents Related to KTEC Subsidiaries** (Series Unknown)

KTEC Holdings, ITEC, and other legal structures formed from time to time in support of programs in the agency.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Permanent

**Restrictions:** None

**Comments:** Retain all Organizational documents including articles and by-laws permanently. Retain all board minutes, stockholder certificates, committee minutes, etc., permanently.

**Record Copy:** Paper

**Remarks:** 7/9/2010--New series.

## Retention/Disposition Schedule Entries -- SUPERSEDED

### 371-001

#### **Kansas Technology Enterprise Corporation Administration**

##### **Ad Astra Funds Program Files (Series 0001-371)**

Correspondence, contracts, reports, vouchers, etc. relating to the two capital fund partnerships designed to provide seed capital to emerging and start-up technology companies.

**Entry Status:** Draft

**Retention Period:** see Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

##### **Administrative Files - Centers for Excellence (Series 0002-371)**

Correspondence, budget material, site reviews, evaluations, etc. relating to the administration of the Centers of Excellence program.

**Entry Status:** Draft

**Retention Period:** see Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

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

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Contracts for Program Services"

##### **Advanced Manufacturing Institute (AMI) Program Files (Series 0003-371)**

Correspondence, reports, contracts, etc. relating to the AMI program established at Kansas State University to facilitate research in automated design and manufacturing systems.

**Entry Status:** Draft

**Retention Period:** see Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Contracts for Program Services".

##### **Advertising and Promotional Artwork Files (Series 0004-371)**

Ad slicks, newsletters, posters, original artwork or master materials created for use in magazines, newspapers and other promotional media.

**Entry Status:** Draft

**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:** 7/8/2010--Superseded by General Schedule for Public Relations.

**Annual Reports - Working Files** (Series 0005-371)

Working documents used to compile the agency annual report.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** destroy

**Restrictions:** None

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

**Record Copy:** Unknown

**Remarks:** 7/12/2010--Superseded; agency will follow General Schedule series 0005-000.

**Applied Research Matching Fund Program Files** (Series 0006-371)

Correspondence, contracts, reports, vouchers, etc. submitted by for-profit Kansas companies applying for Applied Research Matching Funds.

**Entry Status:** Draft

**Retention Period:** see Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104c

**Comments:** Retain in office until completed plus royalty obligation met, transfer to records center for 5 years, then transfer to archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

**Bio-Core Files** (Series 0008-371)

Board meeting, clippings, press releases, etc. relating to a controversial venture capital group which received funding from KTEC.

**Entry Status:** Draft

**Retention Period:** see Comments

**Disposition:** archives

**Restrictions:** None

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

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

**Capital for Manufacturers Program Files** (Series 0009-371)

Documents relating to the program which links manufacturing companies with financial intermediaries and institutions looking for investment opportunities.

**Entry Status:** Draft

**Retention Period:** see comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

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

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Contracts for Program Services".

**Centers for Excellence Program Files (Series 0010-371)**

Correspondence, reports, contracts, etc. marketing the Centers for Excellence program designed to award matching grants for collaborative applied research between academic institutions and industry.

**Entry Status:** Draft

**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:** 7/8/2010--Superseded by new series "All Contracts for Program Services".

**Commercialization Corporations Program Files (Series 0011-371)**

Correspondence, contracts, reports, etc. relating to commercialization corporations which operate a local seed capital fund designed to assist emerging companies and introduce new technologies.

**Entry Status:** Draft

**Retention Period:** see Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Contracts for Program Services".

**Director's Files (Series 0012-371)**

Correspondence, budgets, annual reports, brochures, etc. relating to the interests and activities of the agency director.

**Entry Status:** Draft

**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:** 7/12/2010--Superseded; agency will follow General Schedule series 0004-000.

**Expense Account Files (Series 0014-371)**

Variety of financial records relating to expense reports and maintained for accountability purposes.

**Entry Status:** Draft

**Retention Period:** 003 fisc yrs

**Disposition:** Destroy

**Restrictions:** None

**Record Copy:** Unknown

**Remarks:** 7/12/2010--Superseded; agency will follow General Schedule for Fiscal records.

**Experimental Program to Stimulate Competitive Research (EPSCoR) Program Files**

(Series 0015-371)

Correspondence, vouchers, contracts, reports, etc. relating to the EPSCoR program designed to build the capacity for basic research in science and engineering at major universities.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8102(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

**Fast 50 Files** (Series 0016-371)

Documents relating to the fifty companies in Kansas and Western Missouri identified by KTEC as models of technological success or innovation.

**Entry Status:** Draft

**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:** 7/8/2010--Superseded by General Schedule for Public Relations.

**Golf Tournament Files** (Series 0017-371)

Registrations, budgets, awards, etc. relating to the annual fund raising golf tournament sponsored by KTEC.

**Entry Status:** Draft

**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:** 7/8/2010--Superseded by General Schedule for Public Relations.

**Higuchi Biosciences Center (HBC) Program Files** (Series 0019-371)

Correspondence, reports, contracts, etc. relating to the HBC program established at the University of Kansas to research and develop new and innovative pharmaceutical products and delivery systems.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Contracts for Program Services".

**Industrial Liaison Program (ILP) Files** (Series 0020-371)

Correspondence, reports, contracts, vouchers, etc. relating to the ILP program designed to assist Kansas businesses with technical problems and improve production processes.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Contracts for Program Services".

**Information and Telecommunications Technology Center (ITTC) Program Files (Series 0021-371)**

Correspondence, contracts, reports, etc. relating to the ITTC program established at KU to provide strategic research, development and transfer of telecommunications and information technologies.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Contracts for Program Services".

**Invention Development Assist Program (IDAP) Files (Series 0023-371)**

Correspondence, contracts, reports, vouchers, etc. relating to matching grant funds offered to inventors for market-driven new products and processes that can be commercialized in Kansas.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

**Kansas Innovative Corporation (KIC) Program Files (Series 0024-371)**

Board minutes, strategic plan, agreement, etc. relating to KIC's role as an Innovation Commercialization Center providing expertise in business planning, management and marketing strategies.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown



**Remarks:** 7/8/2010--Superseded by new series "All Contracts for Program Services".

**Lead Files** (Series 0025-371)

Records relating to responses generated from advertisements in trade magazines for potential companies.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

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

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

**Local Pre-Seed Capital Funds Program Files** (Series 0026-371)

Correspondence, contracts, reports, vouchers, etc. relating to the three for-profit holding companies which make investments in technology-based start up companies in Kansas.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

**Marketing Files** (Series 0027-371)

Clippings, press releases, relating to entrepreneurs, organizations, agencies, and conferences which applied for funding and maintained for convenience of reference.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

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

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by General Schedule for Public Relations.

**Media Network Files** (Series 0028-371)

Correspondence, clippings, contracts, audits, brochures, reports, vouchers, etc. relating to marketing media networks co-funded with KTEC.

**Entry Status:** Draft

**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:** 7/8/2010--Superseded by General Schedule for Public Relations.

**Mid-America Manufacturing Technology Center (MAMTC) Files** (Series 0029-371)

Variety of documents relating to the Mid-America Manufacturing Technology Center

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain until no longer useful, then transfer to the archives for purging. All files may be stored electronically or hard copy.

**Record Copy:** Paper

**Remarks:** 7/9/2010--Revised title & description to include other MAMTC-related series; revised retention from "...until contract is expired plus 5 years...".

**Mid-America Manufacturing Technology Center Advisory Council Appointee Files (Series 0030-371)**

Applications and supporting documentation relating to individuals appointed by the governor to serve on the Mid-America Manufacturing Technology Center board.

**Entry Status:** Draft

**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:** 7/9/2010--Superseded by series 0029-371.

**Mid-America Manufacturing Technology Center Organizational History Files (Series 0031-371)**

Variety of documents relating to the design and implementation of the Mid-America Manufacturing Technology Center program.

**Entry Status:** Draft

**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:** 7/9/2010--Superseded by series 0029-371.

**National Institute for Aviation Research (NIAR) Program Files (Series 0032-371)**

Correspondence, reports, contracts, etc. relating to the NIAR program established at Wichita State University to develop research, training, product development and testing for the aviation industry.

**Entry Status:** Draft

**Retention Period:** see Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Contracts for Program Services".

**Pre-Proposal Questionnaire Files (Series 0033-371)**

Questionnaire submitted by a prospective company or institution to KTEC which reviews and determines its eligibility for Applied Research Matching Funds.

**Entry Status:** Draft

**Retention Period:** 007 fisc yrs

**Disposition:** destroy

**Restrictions:** KSA 74-8104(c)

**Comments:** Keep current and previous fiscal year in office, then transfer to records center for 5 fiscal years, then destroy.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

**Publications - Working Files (Series 0034-371)**

Working files compiled in the creation of agency publications.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** destroy

**Restrictions:** None

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

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by General Schedule for Public Relations.

**Regional Conference Files (Series 0035-371)**

Correspondence, contracts, packets, etc. relating to agency efforts to host a variety of technology related conferences.

**Entry Status:** Draft

**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:** 7/8/2010--Superseded by General Schedule for Public Relations.

**Research Equipment Grant Files (Series 0036-371)**

Correspondence, contracts, reports, etc. relating to grants funded by KTEC to institutions of higher learning to develop and enhance research programs in areas with the greatest economic impact.

**Entry Status:** Draft

**Retention Period:** see Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

**Return on Public Investment Economic Impact Model (ROPIEI) Program Files (Series 0037-371)**

Correspondence, contracts, reports, agendas, etc. relating to ROPIEI program designed to evaluate the effectiveness of government programs.

**Entry Status:** Draft

**Retention Period:** see Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/12/2010--Superseded by 0013-371.

#### **Royalty Reports (Series 0038-371)**

Quarterly sales report indicating Applied Research Matching Funds royalty fees due to the agency.

**Entry Status:** Draft

**Retention Period:** 005 fisc yrs

**Disposition:** destroy

**Restrictions:** KSA 74-8104(c)

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

#### **Silicon Prairie Technology Association Files (Series 0039-371)**

Award files, correspondence, agendas, etc. relating to the Silicon Prairie Tech Association designed to promote technology in the Midwest region.

**Entry Status:** Draft

**Retention Period:** see comments

**Disposition:** archives

**Restrictions:** None

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

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Contracts for Program Services".

#### **Site Visits (Series 0040-371)**

Log sheet and operational review form conducted on sites co-funded by KTEC with Applied Research Matching Grants Funds.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** destroy

**Restrictions:** KSA 74-8104(c)

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

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

#### **Special Projects Files (Series 0041-371)**

Documents relating to ideas which do not fit within the normal KTEC program parameters but may provide a good marketing opportunity.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** archives

**Restrictions:** KSA 74-8104(c)

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

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by General Schedule for Public Relations.

**State Sponsored Small Business Bridge Loan Program Files** (Series 0042-371)

Correspondence, contracts, vouchers, etc. regarding the SSBIR program which provides small businesses a low interest loan for expenses until their grant funds are available.

**Entry Status:** Draft

**Retention Period:** see comments

**Disposition:** destroy

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain until loan is paid off plus 3 fiscal years, then destroy.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

**State Sponsored Small Business Innovation Research (SSBIR) Matching Awards Files**  
(Series 0043-371)

Correspondence, contracts, reports, etc. relating to KTEC's beta site participation with the National Institute of Standards and Technology to minimize time for commercialization of technology.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** KSA 74-8104(c)

**Comments:** Retain entire file until contract is expired plus 5 years, then transfer to the archives for purging.

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by new series "All Grant, Royalty, Investment Programs".

**Subject Files - Marketing** (Series 0044-371)

Variety of documents relating to the interests of the division.

**Entry Status:** Draft

**Retention Period:** See Comments

**Disposition:** destroy

**Restrictions:** None

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

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by General Schedule for Public Relations.

**Trade Booth Files** (Series 0045-371)

Correspondence, specifications, brochures, etc. relating to the trade show booth designed to promote the agency.

**Entry Status:** Draft

**Retention Period:** see comments

**Disposition:** Destroy

**Restrictions:** None

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

**Record Copy:** Unknown

**Remarks:** 7/8/2010--Superseded by General Schedule for Public Relations.

**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
July 15, 2010**

1. **Agency:** Kansas Housing Resources Corporation – Support Services, Weatherization
2. **Records Officer:** Vicki Davis                      **Phone:** 296-5865
3. **Appraising Archivists:** Scott Leonard
4. **Date of Appraisal:** July 9, 2010
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:**  
  
Approved retention schedule.
9. **Appraisal Narrative:**

The Kansas Housing Resources Corporation contacted the Historical Society requesting a revision to its Retention & Disposition Schedule. The revision was to broaden the description for Weatherization Program Files to include other grant programs. There was no other change to the series.

## Retention/Disposition Schedule Entries

**175-003**

**Kansas Housing Resources Corporation  
Housing with Support Services  
Weatherization**

**Weatherization Program Files** (Series 0018-175)

Documents including original signed grant, monthly status reports, monthly financial reports, payments to grantees, and correspondence for all Department of Energy (DOE), Low Income Energy Assistance Program (LIEAP), Residential Appliance Replacement (RAR) program, and State Energy Efficient Appliance Replacement Program (SEEARP) grants.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

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

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

**Record Copy:** Unknown

**Remarks:** 6/25/10 -- Revised description to include RAR & SEEARP programs.



**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
July 15, 2010**

1. **Agency:** General Schedule for State Agencies – Personnel

2. **Appraising Archivist:** Scott Leonard

3. **Date of Appraisal:** June 23, 2010

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 agency retention schedules.

8. **Appraisal Narrative:**

Currently there are a handful of approved series on agency schedules covering Intern Files. This series would move the series to the General Schedule for State Agencies, Personnel, and would cover all state agencies. The proposed series is based on series 0452-288.

## **Retention/Disposition Schedule Entries**

**000-005**

### **State General Retention and Disposition Schedule Personnel**

**Intern Files (Series Unknown)**

Applications, resumes, and other documentation relating to the recruitment and retention of agency interns.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** KSA 45-221(a)(6) and (a)(30)

**Comments:** Retain 5 years after selected intern's termination, then destroy. For non-selected candidates, retain until no longer useful.

**Record Copy:** Unknown

**Remarks:** 7/12/2010--New series; currently there are a handful of agency-specific series that have been approved, but this series would cover all agencies who have interns.

**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
July 15, 2010**

1. **Agency:** Kansas Secretary of State's Office
2. **Records Officer:** Christy Myers                      **Phone:** 296-2034
3. **Appraising Archivists:** Scott Leonard
4. **Date of Appraisal:** July 15, 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 Kansas Secretary of State's Office requests a change to two series from its retention schedule. They wish to combine two series, 0001-622 and 0002-622, into one series, since both series cover the same function. They also wish to change the disposition from "Archives" to "Destroy", and revise the retention to six years in the office.

## **Retention/Disposition Schedule Entries**

**622-001**

### **Secretary of State Administration**

#### **Cemetery Annual Reports (Series 0001-622)**

Annual reports and supporting documents filed by all non-exempt cemeteries that sell pre-paid cemetery merchandise per KSA 16-321: location, ownership, management, profit status, and financial statements.

**Entry Status:** Ready for SRB

**Retention Period:** 006 cldr yrs

**Disposition:** Destroy

**Restrictions:** None

**Record Copy:** Unknown

**Remarks:** 7/15/2010--Revised series title to include all cemetery reports; series supersedes 0002-622; changed retention from 5 calendar years to 6 calendar years and changed disposition from "Archives" to "Destroy".

#### **Cemetery Annual Reports - Permanent Maintenance (Series 0002-622)**

Annual reports and supporting documents filed by non-exempt cemeteries per KSA 17-1312a: location, ownership, management, profit status, and financial statement.

**Entry Status:** Draft

**Retention Period:** 005 cldr yrs

**Disposition:** Archives

**Restrictions:** None

**Record Copy:** Unknown

**Remarks:** 7/15/2010--Superseded by 0001-622.