

Retention/Disposition Schedule Entries

264-003

**Department of Health and Environment
Health Division
Bureau of Child Care & Health Facilities
Child Care Licensing**

Child Care Licensing Files (Series 0744-264)

Application and supporting documentation relating to the licensing process to provide child care services for children.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 65-507(b)

Comments: Retain until facility is closed, transfer to the Records Center and retain for six years, then destroy.

Record Copy: Paper

Remarks: 10/19/2010: Revised retention from "Retain in office while active plus 2 years after closure, transfer to the records center for 1 year, then destroy"

Child Care and Foster Care Licensing Files - Do Not Destroy Files (Series 0746-264)

Documents relating to complaints, investigations and the ultimate closure of licensed facilities and/or homes due to violations of the Maternal Hospitals or Homes and Homes for Children Act.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 65-507(b)

Comments: Retain in office until no longer useful, transfer to the records center for 70 years, then destroy.

Record Copy: Paper

Remarks: 10/26/2010: Revised Title from "Investigation Files - Do Not Destroy Files."

Foster Care Licensing Files (Series 0745-264)

Application and supporting documentation relating to the licensing process for individuals, group boarding homes, associations, detention centers, etc. applying to provide residential care for a child or children.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 65-507(b)

Comments: Retain until facility is closed, transfer to the Records Center and retain for six years, then destroy.

Record Copy: Paper

Remarks: 10/26/2010: Revised retention from "Retain in office while file is active plus 2 years

after closure, transfer to the records center for 1 year, then destroy."

Retention/Disposition Schedule Entries

521-001

**Department of Corrections
Central Office**

Investigation Reports (Series Unknown)

Documents relating to the investigation of incidents and events involving correctional facility inmates and/or staff members including but not limited to assaults, contraband, deaths, escapes, and staff misconduct.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 22-4707 & K.S.A. 45-221(a)(10), (a)(29)

Comments: Retain until investigation is completed plus 10 years, then destroy.

Record Copy: Unknown

Remarks: 10/19/2010: New entry; supersedes series 0004-521, 0010-521, 0020-521, 0021-521, 0029-521, 0031-521, 0146-521, 0148-521, 0182-521, 0263-521, 0503-521, 0504-521, 0505-521.

Retention/Disposition Schedule Entries -- SUPERSEDED

521-001

Department of Corrections Central Office

Contraband Files (Series 0020-521)

Documents and reports related to illegal contraband seized from Department of Corrections inmates: investigation reports, lab reports, photographs, field notes, taped phone calls, etc.

Entry Status: Draft

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 22-4707 & 45-221(a)(29)

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

Record Copy: Unknown

Remarks: 10/20/2010: Superseded by new series "Investigation Reports."

Inmate Assault Cases (Series 0004-521)

Investigation documents related to violent incidents at Kansas penal institutions: investigation reports, taped conversations, Correction Officer reports, autopsy reports, photographs, field notes, etc

Entry Status: Draft

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 22-4707 & 45-221(a)(29)

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

Record Copy: Unknown

Remarks: 10/20/2010: Superseded by new series "Investigation Reports".

Inmate Escape Records (Series 0021-521)

Documents relating to the investigation and apprehension of escapees from the Department of Corrections institutions: warrants, notification forms, surveillance reports, investigation reports, etc.

Entry Status: Draft

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 22-4707 & 45-221(a)(29)

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

Record Copy: Unknown

Remarks: 10/20/2010: Superseded by new series "Investigation Reports."

Investigation Files - Specialty Cases (Series 0031-521)

Documents and reports related to non-physical incidents in Kansas penal institutions: officer reports, photographs, fire marshal reports, taped conversations, newspaper articles, etc.

Entry Status: Draft

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 22-4707 & 45-221(a)(29)

Comments: Retain until case is closed plus 5 years, then transfer to the State Archives.

Record Copy: Unknown

Remarks: 10/20/2010: Superseded by new series "Investigation Reports."

521-010

Department of Corrections

All Facilities

Contraband Files (Series 0505-521)

Documents and reports related to illegal contraband seized from facility inmates: investigation reports, lab reports, photographs, filed notes, etc.

Entry Status: Draft

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 22-4707 & 45-221(a)(29)

Comments: Retain until no longer useful, then destroy--all documents are duplicates of originals maintained in various series held by Investigations unit.

Record Copy: Unknown

Remarks: 10/20/2010: Superseded by new series "Investigation Reports."

Employee Security Files (Series 0029-521)

Documents relating to employees who are suspended or suspected of illegal activity while performing on the job responsibilities: taped conversations, intelligence reports, etc.

Entry Status: Draft

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(10)

Comments: Retain for length of employee's tenure plus 5 years in original or abstracted form, then destroy.

Record Copy: Unknown

Remarks: 10/20/2010: Superseded by new series "Investigation Reports."

Inmate Assault Cases (Series 0503-521)

Investigation documents related to violent incidents at the institution: investigation reports, taped conversations, correction officer reports, autopsy reports, photographs, field notes, etc.

Entry Status: Draft

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: KSA 22-4707 & 45-221(a)(29)

Comments: Purging of duplicate material may need to be done by the archives staff.

Record Copy: Unknown

Remarks: 10/20/2010: Superseded by new series "Investigation Reports."

Inmate Files - Special (Series 0182-521)

Documents related to special or unusual problems regarding individual inmates.

Entry Status: Draft

Retention Period: 003 cldr yrs

Disposition: See Comments

Restrictions: KSA 22-4707 & 45-221(a)(29)

Comments: Retain for 3 years, then place in respective "Inmate File."

Record Copy: Unknown

Remarks: 10/20/2010: Superseded by new series "Investigation Reports."

Inmate Special Security Files (Series 0263-521)

Disciplinary reports, protective custody requests, notes, etc. relating to the special security needs of "hot" inmates (I.e. those with major needs or problems.)

Entry Status: Draft

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: KSA 22-4707 & KSA 45-221(a)(29)

Record Copy: Unknown

Remarks: revised entry

10/20/2010: Superseded by new series "Investigation Reports."

Investigation Field Notes (Series 0148-521)

Notes detailing the incident and observations recorded at the scene and maintained for convenience of reference when completing the investigation report.

Entry Status: Draft

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 22-4707 & 45-221(a)(29)

Comments: Retain until case is closed 10 years, then destroy.

Record Copy: Unknown

Remarks: revised entry

10/20/2010: Superseded by new series "Investigation Reports."

Investigation Report Records (Series 0146-521)

Documents relating to the investigation of incidents involving correctional facility inmates.

Entry Status: Draft

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 22-4707 & KSA 45-221(a)(29)

Comments: Retain until investigation is completed plus 10 years, then destroy.

Record Copy: Unknown

Remarks: revised entry

10/20/2010: Superseded by new series "Investigation Reports."

Subject Files - Investigation (Series 0504-521)

Wide range of documents related to investigative issues: gangs, injuries, inmate populations, key log, KBI reports, correspondence, Ku Klux Klan, inmate deaths, etc.

Entry Status: Draft

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 45-221(a)(10)

Comments: Retain until no longer useful, then transfer to the State Archives for purging of duplicate material. PORTIONS MAY BE RESTRICTED.

Record Copy: Unknown

Remarks: 10/20/2010: Superseded by new series "Investigation Reports."

Retention/Disposition Schedule Entries

276-006

**Kansas Department of Transportation
Bureau of Design
Bridge Management Unit**

AASHTO BRIDGEWare Software (VIRTIS/OPIS/PONTIS System) (Series Unknown)
Bridge management software system developed by the American Association of State Highway and Transportation Officials (AASHTO), licensed and used by KDOT. All database files contain the BRIDGEWare database schema (tables and relationships) and are populated with system data. VIRTIS provides bridge load rating information, OPIS is used for bridge designs for superstructures, and PONTIS is used for bridge management . VIRTIS/OPIS data is used for analysis in the Bridge Overload Permit Routing System (BOPRS). The Bridge Workspace is the master outline for all of the data pertaining to each bridge.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Software is backed-up on network servers. Data is static and refreshed by AASHTO as needed. Retain until no longer useful or superseded, then destroy.

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/25/2010: New series; no Electronic Recordkeeping Plan required.

Bridge Overload Permit Routing System (BOPRS) (Series Unknown)

An Access database used to track and analyze vehicle configurations for bridge super-load permit applications. The BridgeWare VIRTIS/OPIS/PONTIS System, a family of software developed by the American Association of State Highway and Transportation Officials (AASHTO) and licensed by KDOT, contains structural engineering data for bridges. VIRTIS bridge data is exported to static input files, defining structure geometry, type, and materials, to be used by the Bridge Rating and Analysis of Structural Systems (BRASS) client application to load rate a structure. Vehicle configuration data from the permit application (i.e. origin, destination, company and contact, truck information: GVW, # axles, axle width, length, height, and cargo description) is entered into the BOPRS database. A designated route is established within BOPRS and associated road segments and bridges are identified. BOPRS initiates the execution of the BRASS software, using the vehicle configuration data in BOPRS as well as the static structure input file models created by VIRTIS, to produce the load rating detail for bridges on the designated route. The analysis results are stored in BOPRS and the route is reviewed for suitability and revised if necessary to avoid problem structures. Historical data is used for reporting and special requests.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain for five years, then destroy. At the end of its useful life, a snapshot of the

BOPRS analysis data tables and relationships will be created and saved on a network server and retained for five years, then destroyed.

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/25/2010: New entry; Electronic Recordkeeping Plan not required.

Bridge Overload Permit Routing System (BOPRS) Outputs (Series Unknown)

Outputs from the Bridge Overload Permit Routing System (BOPRS).

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Analysis results are stored in BOPRS. Retain until no longer needed for agency business, then destroy.

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/25/2010: New series; no Electronic Recordkeeping Plan required.

Bridge Super-Load Permit Applications (Series Unknown)

Applications, call sheets, notes, and route approval records for issuance of super-load permits processed by the Bridge Management Unit for all State maintained roads. Historical data used for reporting and analysis by the KDOT Bureau of Transportation Planning, Multi-Modal Planning Section.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for five years, or until entered into the Bridge Oversize/Overweight Permit Routing System (BOPRS), then destroy.

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/25/2010: New entry; Electronic Recordkeeping Plan not required.

Multi-Agency Records

Bridge Regular Oversize/Overweight Permit Applications (Series Unknown)

Applications, call sheets, notes, and route approval records for issuance of super-load permits processed by the Kansas Department of Revenue-Motor Carrier Services Bureau, Kansas Central Permit Office (formerly known as the Kansas Department of Revenue-Kansas Trucking Connection), and Motor Carrier Inspection Stations, on behalf of KDOT. Historical data is used for reporting and analysis by the KDOT Bureau of Transportation Planning, Multi-Modal Planning Section.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for five years, then destroy.

See also record series ID: 0045-280.

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/25/2010: New series; Electronic Recordkeeping Plan not required.

Retention/Disposition Schedule Entries

083-002

Kansas Bureau of Investigation Associate Director

Associate Director's Files (Series 0005-083)

Correspondence, reports, budgets, etc. relating to the operations and activities of the Associate Director.

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: Unknown

Remarks: 10/7/2010: Revised retention from "Retain 15 years, then transfer to the archives for purging"; also removed restrictions.

Employment Background Investigations (Series 0006-083)

Application, background information form, credit history, criminal history records check, investigator's report, photographs, etc. relating to background investigations conducted by the KBI on gubernatorial appointments, DISC, Lottery and other state employees to ensure that the candidates qualify for sensitive positions.

Entry Status: Ready for SRB

Retention Period: 010 calendar years

Disposition: Destroy

Restrictions: KSA 45-221(a)(3)(4)(10) 5 USC sec. 552a & KSA 75-712

Record Copy: Unknown

Remarks: 10/7/2010: Revised retention from "in office 3 years after investigation, transfer to the records center for 62 years"; NOTE: a summary log of background checks is kept in the individual employee's personnel file (series 0036-000).

Legal Services

Correspondence - General (Series 0008-083)

Incoming and outgoing letters and memoranda relating to inmates, sexual offenders and the Kansas Open Records Act.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(29)

Comments: Retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: 10/7/2010: Revised retention from "Retain until no longer useful, then contact the archives for appraisal, if not accepted..."; disposition changed to "Destroy."

DNA Files (Series 0009-083)

Correspondence, expert witness files, rules and regulations, motions and court orders, etc. relating to use of DNA as evidence in criminal proceedings.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: Portions may be restricted.

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

Record Copy: Unknown

Remarks: 10/7/2010: Revised retention from "Retain until superseded or no longer useful, then transfer nonidentifiable information to the archives for purging"; changed disposition to "Destroy."

083-005**Kansas Bureau of Investigation****ISD Division****Incident Based Reporting****Summary Reports (Series 0003-083)**

Summary reports submitted by law enforcement agencies to the Kansas Bureau of Investigation containing demographic data (age, race, and offense) for incidents that occurred within their jurisdiction.

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: 10/25/10: Formerly obsolete; revised description from exclusively county agencies.

Offender Registration**Offender Registration Files (Series 0027-083)**

Registration form and supporting documentation relating to sexual and violent offenders required to register in the state of Kansas and maintained to monitor their locations.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: Case Law

Comments: Retain for length of registration plus 10 years, then destroy.

Record Copy: Unknown

Remarks: 10/13/10: Revised comments from "Retain registration for 10 years and check for any subsequent convictions. If no additional convictions occur, then destroy. If a subsequent conviction has occurred, retain file for the life of the offender, then destroy"; removed 5 USC sec.552a from restrictions.

083-006

**Kansas Bureau of Investigation
Laboratory Division**

Laboratory DNA Databank Documentation (Series Unknown)

Hit verification reports, notes, instrumentation reports, sample submission records, etc., relating to the profiling of offender samples by a KBI scientist.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: NDIS Operational Manual, K.S.A. 21-2511

Comments: Retain two years minimum based on space availability, transfer to the Records Center for 60 years, then destroy.

Record Copy: Unknown

Remarks: 10/13/10: New series.

Retention/Disposition Schedule Entries

--SUPERSEDED & OBSOLETE SERIES

083-002

**Kansas Bureau of Investigation
Associate Director
Legal Services**

Litigation Case Files (Series 0011-083)

Correspondence, court documents, research materials, reports, press releases, etc. documenting agency litigation activities.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: See Comments

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

Comments: Retain precedent-setting litigation not scheduled by agency specific schedule 5 years after case is closed, then transfer to the archives for purging. Retain all other litigation records 5 years after case is closed, then destroy.

Record Copy: Unknown

Remarks: 10/7/2010: Superseded by General Schedule series 0071-000 "Litigation Case Files."

083-004

**Kansas Bureau of Investigation
Field Investigations Division
Training**

Agent Firearms Records (Series 0016-083)

Correspondence, agendas, proposals, certificates, daily firing range information, etc. relating to an individual agent's firearms training.

Entry Status: Internal Review

Retention Period: 060 fisc yrs

Disposition: See Comments

Restrictions: 5 USC sec. 552a

Comments: Retain 60 years, then transfer course materials and registration logs to the archives and destroy the remainder.

Record Copy: Unknown

Remarks: 10/13/10: Superseded by 0041-000.

Civilian (Non-Agent) Training Files (Series 0017-083)

Documents relating to laboratory personnel and non-commissioned agency civilian training or instructor opportunities required to maintain their certification. Upon completion of training, participants' personnel files will be updated.

Entry Status: Internal Review

Retention Period: 060 fisc yrs

Disposition: See Comments

Restrictions: 5 USC sec. 552a

Comments: Retain 60 years, transfer course materials and registration logs to the archives,

destroy the remainder.

Record Copy: Unknown

Remarks: 10/13/10: Superseded by 0041-000.

Individual Training Files (Series 0018-083)

Correspondence and KBI Training Forms verifying an individual agent's attendance or instruction at training sessions.

Entry Status: Internal Review

Retention Period: 060 fisc yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: 10/13/10: Superseded by 0041-000.

Instructor's Training Files - Commissioned Agents (Series 0019-083)

Correspondence, schedules, course materials, training forms, sign-in sheets, etc. relating to required agent training and used to certify the level of training.

Entry Status: Internal Review

Retention Period: 060 fisc yrs

Disposition: See Comments

Restrictions: 5 USC sec. 552a

Comments: Retain 60 years, transfer course materials and registration logs to the archives and destroy the remainder.

Record Copy: Unknown

Remarks: 10/13/2010: Superseded by 0040-000.

Instructor's Training Files - High Risk Warrant Team (Series 0020-083)

Correspondence, schedules, training forms, course materials, sign-in sheets, etc. relating to the monthly required agent training and used to certify the level of training.

Entry Status: Internal Review

Retention Period: 060 fisc yrs

Disposition: See Comments

Restrictions: 5 USC sec. 552a

Comments: Retain 60 years, then transfer course materials and registration logs to the archives, destroy the remainder.

Record Copy: Unknown

Remarks: 10/13/2010: Superseded by 0040-000.

Retention/Disposition Schedule Entries

083-004

Kansas Bureau of Investigation

Field Investigations Division

Special Agents Investigation Files (Series 0001-083)

KBI investigative reports, other law enforcement agency reports, photographs, news clippings, field notes, copies of warrants, rap sheets, and fingerprints relating to cases investigated by special agents.

Entry Status: Ready for SRB

Retention Period: Permanent

Disposition: Permanent

Restrictions: KSA 45-221(a)(10)

Record Copy: Unknown

Remarks: 10/7/2010: Revised retention from "Retain in office 3 calendar years after case is closed, transfer to the records center for 60 calendar years, then transfer to the archives", a total of 63 years.

Retention/Disposition Schedule Entries

083-003

**Kansas Bureau of Investigation
Special Operations Division
Assistant Director**

Division Files (Series 0014-083)

Agent assignments, agent specialties, internal investigations, interagency correspondence, etc. relating to the operations 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: 10/7/2010: Revised retention from "Retain until no longer useful, then transfer to the archives for purging"; changed disposition to "Destroy"; revised restrictions from "Portions may be restricted" to "None."

Retention/Disposition Schedule Entries

083-005

Kansas Bureau of Investigation

ISD Division

Assistant Director

Automated Fingerprint Identification System (AFIS) Project Files (Series 0031-083)

Records relating to the establishment of the automated fingerprint system designed to capture and store fingerprint images electronically.

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: 10/27/2010: Revised Comments from "...transfer to the archives for purging"

Incident Based Reporting

Kansas Arrest Reports (Series 0034-083)

Arrest reports submitted by law enforcement agencies and compiled by the KBI for statistical purposes and reporting to the Federal Bureau of Investigation.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 75-712 & 45-221(a)(10)

Comments: Retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: 10/13/10 -- Revised retention from "1 calendar year."

Law Enforcement Officers Killed or Assaulted Report (Series 0023-083)

Reports submitted by law enforcement agencies and compiled by the KBI releasing statistical information on the number of assaulted and/or law enforcement officers killed in the line of duty.

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: 10/13/10: Revised retention from one calendar year.

Standard Offense Reports (Series 0004-083)

Reports submitted by local law enforcement agencies to the Kansas Bureau of Investigation on offenses occurring within jurisdictions as required by KSA 21-2501a(b).

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(10)

Comments: Retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: 10/13/10: Removed "Data is transferred to the mainframe computer system and retained accordingly" from Comments.

Supplemental Homicide Form (Series 0024-083)

Form submitted by law enforcement agencies for all homicides and compiled by the KBI for statistical purposes and reporting to the Federal Bureau of Investigation.

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: 10/13/10: Revised retention period from "001 cldr yr".

Retention/Disposition Schedule Entries

331-000

Insurance Department All Divisions

Approved Applications for Certificate of Authority and Certificates of Authority (Series 0003-331)

Application, license, correspondence, and other documents relating to an insurance company's application to conduct business in Kansas that has been approved by the Kansas Insurance Department.

Entry Status: Ready for SRB

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain in office 1 calendar year, transfer to records center for 9 calendar years, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Removed "Hard copy may be destroyed if microfilmed and microfilm meets preservation standards" from Comments.

Policy Forms, Rates, Rules - Life, Accident, Health Related (Series 0047-331)

Specimen insurance policies and premium rates of insurance companies and HMOs filed with the Department.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain in office for 1 calendar year, transfer to records center for 2 calendar years, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Revised Agency Code to 331-000 -- All Divisions from 331-007 -- Accident & Health Division.

331-002

Insurance Department Legal Division

Final Orders (Series 0024-331)

Final orders issued by the department relating to formal actions taken against insurance agents, companies, or agencies that have violated state insurance laws.

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: Unknown

Remarks: 10/26/2010: Changed title from "Official Orders"; changed "Official" to "Summary" in description.

Fraud Investigation/Prosecution/General Files (Series 0022-331)

Files maintained during investigation and prosecution of companies for fraudulent acts as defined by statute.

Entry Status: Ready for SRB

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: KSA 45-221(a)(25) & KSA 40-3308

Comments: Retain in office 2 years after closing, transfer to the records center for 8 calendar years, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Changed disposition from "Archives" to "Destroy"; removed "transfer to the archives" from comments.

Litigation Case Files (Series 0023-331)

Documents relating to lawsuits in which the Insurance Department is involved as a litigant.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

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

Comments: Retain in office until case is closed, transfer to the records center for 10 calendar years, then offer records to the State Archives; destroy any portions not accepted.

Record Copy: Unknown

Remarks: 10/26/2010: Revised Retention/Comments to "offer records to the State Archives; destroy any portions not accepted" from "transfer to archives for purging."

331-004

**Insurance Department
Financial Surveillance Division**

Annual Financial Statement - Foreign (Series 0030-331)

Audit guides, work papers, and other documents relating to the department's financial review of non-Kansas insurance companies prepared in monitoring compliance with state statutes and regulations.

Entry Status: Ready for SRB

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: 10/22/2010: Shortened retention from six years; removed "Retain in office 1 calendar year, transfer to the records center for 5 calendar years, then destroy" from Comments.

Annual Financial Statements - Domestic (Series 0029-331)

Audit guides, work papers, and other documents relating to the department's financial review of

Kansas insurance companies prepared in monitoring compliance with state statutes and regulations.

Entry Status: Ready for SRB

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: 10/22/2010: Revised title from "Annual Statement Reviews - Domestic"; revised retention from six years; revised comments to remove "Retain in office 1 year, transfer to the records center for 5 calendar years, then destroy."

Biographical Affidavits (Series 0006-331)

Documents containing biographical information on officers and directors of domestic insurers.

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: 10/22/2010: Changed division from "All Divisions" to Financial Surveillance; revised title from "...Sketch Forms"; revised description; revised comments from "Retain ... then contact archives for appraisal. If not accessioned by the archives, ...; changed disposition to "Destroy."

CPA Annual Audit Reports (Series 0032-331)

Audit reports on domestic insurance companies prepared by certified public accountants.

Entry Status: Ready for SRB

Retention Period: 002 fisc yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: 10/22/2010: Shortened retention from six fiscal years; removed "Retain in office 1 fiscal year, transfer to the records center for 5 fiscal years, then destroy" from Comments.

Form 5 Business Valuation Report (Series Unknown)

Report relating to the insurer's deposit requirement which is required per K.S.A. 40-222(b)(a)(5).

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain the four most recent Form 5 reports in office. Shred previous filings.

Record Copy: Unknown

Remarks: 10/22/2010: New entry.

Liquidation Files (Series Unknown)

Documents associated with a Company that has been placed in Liquidation.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain in office for 1 year after liquidation is finalized, then shred.

Record Copy: Unknown

Remarks: 10/26/2010: New entry.

Managing General Agent Documents (Series Unknown)

Managing General Agent Appointment, Termination, and Annual Reporting Form.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain Appointment and Termination Forms and most recent Annual Reporting Form.

Record Copy: Unknown

Remarks: 10/22/2010: New entry.

Producer Controlled Insurer Reporting Form (Series Unknown)

Form required from insurers that are controlled by producers

Entry Status: Ready for SRB

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain in office for 5 calendar years, then shred.

Record Copy: Unknown

Remarks: 10/22/2010: New entry.

Quarterly Statements - Domestic (Series 0037-331)

Abbreviated financial statements filed quarterly by domestic insurance companies.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain four most recent quarters in office, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Revised Retention from "001 cldr yr"; revised Comments from "Retain in office 1 calendar year, then destroy."

Risk-Based Capital Reports (Series Unknown)

Report used to assess the minimum capitalization of an insurer given its overall business operations in consideration of its size and risk profile.

Entry Status: Ready for SRB

Retention Period: 007 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain in office for 2 years, send to Records Center for 5 years, then shred.

Record Copy: Unknown

Remarks: 10/22/2010: New entry.

Statutory Deposit Documents (Series 0031-331)

Certification and verification of compliance with statutory requirements for deposits.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain in office 3 calendar years or until files have been subject to state audit, whichever is longer, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Revised title from "Certifications and Verifications Files"; revised Description from "Certification and verifications prepared by Kansas Insurance Department to verify company compliance with KID holding company assets to benefit and protect policyholders"; revised Retention from "003 cldr yrs".

Withdrawn Applications for Certificates of Authority (Series 0038-331)

Application, annual statement, incoming and outgoing correspondence, and other documents relating to an insurance company's application to conduct business in Kansas that have been withdrawn.

Entry Status: Ready for SRB

Retention Period: 002 cldr years

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: 10/22/2010: Revised Retention from "See Comments"; Revised Comments from "Retain domestic company records 10 calendar years, then destroy. Retain foreign company records 2 calendar years, then destroy."

331-008

Insurance Department Property and Casualty Division

Firefighter's Relief Distribution Statements (Series 0056-331)

Documents indicating amounts distributed to each participating firefighters relief association.

Entry Status: Ready for SRB

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: 10/22/2010: Changed Division name; revised Description from "Press release and supporting statements indication amounts distributed to each participating firefighters relief association."

Firefighter's Relief Financial Statements and Forms (Series 0057-331)

Financial statement summarizing each firefighters relief association for past year, certifications of pop. and prop. valuations by associations, and the declarations of participation filed

annually.

Entry Status: Ready for SRB

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain in electronic format for 5 calendar years, then purge at year-end.

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/22/2010: Revised Division name; changed Retention from "fiscal years"; revised Comments from "Retain in office 2 calendar years, transfer to the records center 3 calendar years, then destroy"; retention period does not require an Electronic Recordkeeping Plan.

Retention/Disposition Schedule Entries

--SUPERSEDED & OBSOLETE SERIES

331-000

Insurance Department All Divisions

Annual Statements - Foreign (Series 0002-331)

Detailed annual financial statements of insurance companies in other states and nations authorized to do business in Kansas.

Entry Status: Internal Review

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain in office 1 calendar year, transfer to the records center for 4 calendar years, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Obsolete series.

Correspondence - Policy Related (Series 0008-331)

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: Internal Review

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: 10/22/2010: Superseded by General Schedule series 0027-000.

Expense Exhibits - Domestic (Series 0010-331)

Annual reports submitted by Kansas insurance companies to the Insurance Department containing detailed financial data concerning company expenses.

Entry Status: Internal Review

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None

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

Record Copy: Unknown

Remarks: 10/22/2010: Obsolete series.

Expense Exhibits - Foreign (Series 0011-331)

Annual reports submitted by insurance companies from other states and nations to the Insurance Department containing detailed financial data concerning company expenses.

Entry Status: Internal Review

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain in office 2 calendar years, transfer to the records center for 8 calendar years, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Obsolete series.

Hearing and Meeting Transcripts and Electronic Media Recordings (Series 0012-331)

Records of agency hearings and other meetings: transcripts, audiotapes, videotapes, notes, etc.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0052-000.

Legislative Relations Files (Series 0013-331)

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

Entry Status: Internal Review

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: 10/22/2010: Superseded by General Schedule series 0069-000.

Mailing Lists (Series 0014-331)

Lists of names and addresses to whom mail is regularly sent.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 21-3914

Comments: Retain until updated, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0072-000.

Read Files (Series 0015-331)

Chronological files containing copies of outgoing correspondence compiled and maintained for convenience of reference.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Obsolete series.

Reports of Insurance Policies (Series 0016-331)

Reports submitted by insurance companies to the Insurance Department listing individual policies issued: policy number, type of policy, amount of insurance, reason for issuing policy.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Obsolete series. Destroy immediately. a.k.a. "Policy Registrations"

Record Copy: Unknown

Remarks: 10/22/2010: Obsolete series (as of 8/17/2000).

Request for Access to Records (Series 0017-331)

Documents related to requests for access to state agency records and agency responses prepared pursuant to KSA 45-218.

Entry Status: Internal Review

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0098-000.

Speeches and Writings (Series 0019-331)

Notes, drafts, and final versions of agency related speeches, articles, talks, and other formal public communications published or given at meetings and conferences.

Entry Status: Internal Review

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: 10/22/2010: Superseded by General Schedule series 0103-000.

331-003**Insurance Department
Human Resources Division****Employee Personnel Files** (Series 0028-331)

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

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

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

Comments: Retain in office for length of employee's tenure plus 3 calendar years. Purge documents to create abstracted work (appointment data and change of status information), transfer to the records center for 62 calendar years, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0036-000.

Employee Position Descriptions (Series 0093-000)

Formal descriptions of duties and other characteristics of particular employment positions: DA forms 281-2 and supporting documents.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until superseded plus 3 calendar years, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0038-000.

Employee Time Report Records (Series 0094-000)

Records documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, leave requests, attendance reports, absence reports, etc.

Entry Status: Internal Review

Retention Period: 005 fisc yrs

Disposition: Destroy

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

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0039-000.

Employee Training Course Materials (Series 0095-000)

Record copy of manuals, syllabi, textbooks and other training aids created for agency-sponsored employee training programs.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until training program is obsolete, then transfer one copy of each manual, syllabus, and textbook to the archives, destroy the remainder.

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0040-000.

Employee Withholding Allowance Certificates (Series 0097-000)

Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

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

Comments: Retain until no longer in effect, then destroy provided 4 years have passed since date tax was due or paid (whichever is later).

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0042-000.

Employment Applications - Not Hired (Series 0098-000)

DA forms 203 and other materials submitted by unsuccessful applicants for employment, including reference check documentation, etc.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0043-000.

Employment Eligibility Verification (Form I-9) (Series 0099-000)

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

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

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

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

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0044-000.

Organization Charts (Series 0026-000)

Records documenting the agency's current organizational structure.

Entry Status: Internal Review

Retention Period: 003 cldr yrs

Disposition: Archives

Restrictions: None

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0076-000.

Payroll Adjustment Records (Series 0050-000)

Copies of documents and supporting materials used to make adjustments in agency payroll accounts: Forms AR-9, AR-10, DA-10, DA-10A, DA-21 series, DA-171 thru 177, DA-251 thru 262.

Entry Status: Internal Review

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: This schedule does not apply to copies of these records maintained by the Division of Accounts and Reports.

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0077-000.

Payroll Deduction Authorization Records - General (Series 0051-000)

Documents used to authorize various deductions from an employee's pay: insurance enrollments, GHI enrollments, KPERS enrollments, KPERS Annual Account Statements, dues deduction forms, etc.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

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

Comments: Retain until superseded or no longer in effect plus 1 calendar year, then destroy. This schedule does not apply to W-4 forms or Payroll direct Deposit Authorization Records.

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0078-000.

Payroll Direct Deposit Authorization Records (Series 0052-000)

Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

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

Comments: Retain until no longer in effect plus 2 fiscal years, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0079-000.

Payroll Warrant Registers (Series 0053-000)

Monthly listing of warrant checks issued to state agency employees for payroll purposes.

Entry Status: Internal Review

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0080-000.

Policy Statements (Series 0027-000)

Original copies of formal explanations of agency policies and procedures.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0084-000.

Professional Organization Files (Series 0028-000)

Documents relating to membership/participation in professional organizations.

Entry Status: Internal Review

Retention Period: 002 cldr yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0088-000.

Recruitment Files (Series 0104-000)

Variety of documents relating to the recruitment process for hiring employees to fill vacant positions.

Entry Status: Internal Review

Retention Period: 003 cldr yrs

Disposition: Destroy

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

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0096-000.

Reorganization Studies (Series 0030-000)

Records documenting actual and proposed agency organizational structure.

Entry Status: Internal Review

Retention Period: 003 cldr yrs

Disposition: Archives

Restrictions: None

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

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0097-000.

331-006

Insurance Department

Producers Division

Continuing Education Provider Course Records (Series 0046-331)

Documents submitted by entities seeking Insurance Department approval to conduct continuing education classes, seminars, and workshops for insurance agents.

Entry Status: Internal Review

Retention Period: 002 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain in office 2 calendar years, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Obsolete series.

331-008

Insurance Department

Property and Casualty Division

Correspondence - Routine (Series 0053-331)

Incoming and outgoing letters and memoranda of a routine nature: form letters, requests for information, letters of transmittal, etc.

Entry Status: Internal Review

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain in office 1 calendar year, transfer to the records center for 2 calendar years, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule entry 0028-000.

Replaced Policy Forms, Rates, Rules, Etc. (Series 0059-331)

Replaced policies and other forms, premium rates, and underwriting rules of insurance companies, statistical agencies, rating organizations, and advisory agencies filed with the Insurance Department.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain in office 1 calendar year after replaced, then transfer to the records center for 2 calendar years, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Obsolete series.

Technical Reference Files (Series 0062-331)

Copies of documents retained strictly for convenience of reference that are not part of official files: copies of external reports, studies, periodicals, books, brochures, catalogs, vendor lists, etc.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: 10/22/2010: Superseded by General Schedule series 0113-000.

331-009

Insurance Department

Life Division

Policy Form Records (Series 0063-331)

Lists of insurance policies issued by life insurance companies, formerly maintained in hard copy and currently maintained as an electronic database, compiled for convenience of reference.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Update, amend and delete electronic database as necessary.

Record Copy: Unknown

Remarks: 10/22/2010: Obsolete series.

331-010

Insurance Department

Government/Public Affairs Division

Press Releases (Series 0065-331)

Public information issued to the news media.

Entry Status: Internal Review

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: 10/22/2010: Superseded by General Schedule series 0086-000.

Retention/Disposition Schedule Entries

331-006

Insurance Department Producers Division

Agency Licensing Files (Series 0042-331)

Applications and supporting documentation relating to licensing insurance companies and agents to ensure their compliance with Kansas insurance laws and regulations.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA (a)(1)(6)(9), 5 USC Sec. 522a

Comments: Documents to determine acceptability for licensure, destroy upon issuance of license. Documents used to update the electronic record may be destroyed after updating electronic record. Electronic data shall be kept for 5 cldr yrs after terminated.

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: 10/22/2010: Revised Title from "... and Agent ...".

Continuing Education Compliance Records (Series 0043-331)

Continuing education course certifications and letters of home state certification submitted by insurance agents to demonstrate compliance with continuing education requirements.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain course certifications & letters of home state certifications for 3 months after creation of electronic record then destroy. Electronic course credit data is maintained until the producer/adjuster has renewed & then may be deleted.

Record Copy: Unknown

Remarks: 10/27/2010: Revised Title to drop "Agent..."; revised Comments from "Retain letters of home state certifications for 3 months after creation of electronic record, then destroy.

Electronic data is maintained in accordance with the individual Agent Licensing File"; agents renew every other year.

State Records Board Approved Schedule Entries – FY2010

Total Number of Series Approved = 56

Series scheduled with disposition = “Archives” – 3

Series with Permanent retention – 17

Number of agencies revising schedules = 11 (+ 2 local general schedules)

Department on Aging	1 series
Department of Agriculture	1 series (1 archival)
Office of the Attorney General	16 series (13 permanent)
Department of Administration	8 series (3 archival)
Board of Emergency Medical Services	19 series (2 permanent)
Health Care Stabilization Fund	1 series
Department of Labor	2 series
Kansas Lottery	1 series
Kansas Racing and Gaming Commission	2 series
Department of Revenue	1 series
Board of Technical Professions	1 series
Local Records General Schedules (2 offices)	3 series