

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
28 July, 2011**

1. **Agency:** Kansas Bureau of Investigation
2. **Records Officer:** Laura Graham **Phone:** 296-8207
3. **Appraising Archivist:** Matt Veatch
4. **Date of Appraisal:** 29 June 2011
5. **Total records - No. of Series:** 1
6. **Archival records - No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives:**

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

Email conversation with Laura Graham.
9. **Appraisal Narrative:**

The Kansas Bureau of Investigation wishes to amend the retention length and restrictions information on its series 0027-083, Offender Registration files. Legislation has changed numerous times regarding how long these records need to be kept; agency staff wish to deal with lengthening retention requirements by simply keeping the records for the lifetime of the offender. At the same time, certain records from this series—such as some dealing with juvenile offenders, offenders under witness protection, etc.—are restricted from public access, and KBI staff wanted to ensure that information was listed in the series information.

Retention/Disposition Schedule Entries

083-005

Kansas Bureau of Investigation

ISD Division

Offender Registration

Offender Registration Files (Series 0027-083)

Registration form and supporting documentation relating to sexual, violent, and drug 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: Some records restricted per KSA 22-4906, KSA 22-4909.

Comments: Retain electronic records for lifetime of offender. Retain any hard copies until converted to electronic format and quality assurance check completed, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 18 July 2011

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

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.

28 July 2011: Add drug offenders to description. Agency requested that retention be lengthened and restrictions added; record copy changed to electronic. High-level project plan for KsSORT has been approved by the State Archivist.

Retention/Disposition Schedule Entries

276-018

Kansas Department of Transportation Division of Engineering and Design

Kansas Truck Routing & Intelligent Permitting System (K-TRIPS) (Series Unknown)

K-TRIPS is a hosted, web-based system used for issuance, tracking, and analysis of truck routing and highway permits.

It includes permit applications, call sheets, notes, and route approval records for issuance of permits processed by the Ks Dept. of Revenue/Motor Carrier Services Bureau-Ks Central Permit Office, Motor Carrier Inspection Stations on behalf of KDOT, and Oversize/Overweight Permits processed by KDOT.

See also series 0045-280, Oversize/overweight permits under the Kansas Highway Patrol.

Entry Status: Draft

Retention Period: See comments.

Disposition: Destroy

Restrictions: None

Comments: Retain 5 fiscal years from the permit date of completion or date of closure.

Schedule Authority: Agency schedule

Last Surveyed 19 July 2011

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: Schedules 0127-276 thru 0130-276 will be retired and/or modified when K-TRIPS is fully operational.

Retention/Disposition Schedule Entries

276-006

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

Bridge Overload Permit Routing System (BOPRS) (Series 0127-276)

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: Draft

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain for five years, then destroy. At the end of BOPRS 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.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 25 October 2010

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

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

28 July 2011: This series will be superseded by new series for the Kansas Truck Routing & Intelligent Permitting System (K-TRIPS), when K-TRIPS becomes operational.

Bridge Overload Permit Routing System (BOPRS) Outputs (Series 0128-276)

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

Entry Status: Draft

Retention Period: 005 fiscal years

Disposition: Destroy

Restrictions: None

Comments: Analysis results are stored in BOPRS.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 25 October 2010

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

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

28 July 2011: This series will be superseded by the Kansas Truck Routing & Intelligent Permitting System (K-TRIPS) series, when K-TRIPS is fully operational.

Bridge Super-Load Permit Applications (Series 0130-276)

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: Draft

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.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 25 October 2010

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

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

28 July 2011: This series will be superseded by new series for the Kansas Truck Routing & Intelligent Permitting System (K-TRIPS), when K-TRIPS becomes operational.

Multi-Agency Records

Bridge Regular Oversize/Overweight Permit Applications (Series 0129-276)

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: Draft

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for five years, then destroy.

See also record series ID: 0045-280.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 25 October 2010

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

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

28 July 2011: This series will be superseded by new series for the Kansas Truck Routing & Intelligent Permitting System (K-TRIPS), when K-TRIPS becomes operational.

Retention/Disposition Schedule Entries

276-018

**Kansas Department of Transportation
Division of Engineering and Design
Bridge Design
Bridge Management Unit**

Kansas Truck Routing & Intelligent Permitting System (K-TRIPS) (Series Unknown)

K-TRIPS is a hosted, web-based system used for issuance, tracking, and analysis of truck routing and oversize/overweight permits.

It includes all records related to permit applications including bridge analysis memorandums, call sheets, notes, and route approval records for issuance of permits processed by the Ks Dept. of Revenue/Motor Carrier Services Bureau-Ks Central Permit Office, Motor Carrier Inspection Stations on behalf of KDOT, and Oversize/Overweight Permits processed by KDOT.

See also series 0045-280, Oversize/overweight permits under the Kansas Highway Patrol.

Entry Status: Draft

Retention Period: See comments.

Disposition: Destroy

Restrictions: None

Comments: Retain 5 fiscal years from the permit date of completion or date of closure.

Schedule Authority: Agency schedule

Last Surveyed 19 July 2011

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: Schedules 0127-276 thru 0130-276 will be retired and/or modified when K-TRIPS is fully operational.

Retention/Disposition Schedule Entries

028-001

Board of Accountancy

Certified Public Accountant Examination Candidates Statistics (Series 0007-028)

Statistical reports compiled from other records series regarding CPA examination candidates and their status in relation to the exam - provided to colleges and universities.

Entry Status: Ready for SRB

Retention Period: Retain for 30 years.

Disposition: Destroy.

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 16 May 1988

Record Copy: Unknown

Remarks: 06/09/2011: Original disposition for series was "Retain permanently in office or transfer to archives." Preferred practice is to destroy.

Certified Public Accountant Examination Files (Series 0008-028)

Records related to each applicant accepted to sit for CPA examination: applications, transcripts, correspondence, and procedural check sheets.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

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

Comments: Retain until candidate completes certification process and materials transferred to CPA Files or file becomes inactive plus 25 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 05 May 1988

Record Copy: Unknown

Remarks: 06/09/2011: Original disposition read, "Retain until candidate completes certification process and materials transferred to CPA Files or file becomes inactive plus 7 calendar years, then destroy." Need to retain these files longer.

Retention/Disposition Schedule Entries

082-011

Office of the Attorney General Concealed Carry Division

Investigation Files (Series 0183-082)

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

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: See comments.

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

Comments: If paper documents are scanned into system, paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently. Data stored offline should be refreshed periodically to ensure data integrity.

Schedule Authority: Agency Schedule

KAR Number 53-2-157

Last Surveyed 12 September 2008

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 12 September 2008: New entry.

29 June 2011: Disposition changed, per request from the AG's office.

License Files (Series 0185-082)

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

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

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

Comments: If paper documents are scanned into system, paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently. Data stored offline should be refreshed periodically to ensure data integrity.

Schedule Authority: Agency Schedule

KAR Number 53-2-157

Last Surveyed 12 September 2008

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 12 September 2008: New entry.

29 June 2011: Changed disposition, per request from AG's office.

Retention/Disposition Schedule Entries

039-000

Department on Aging All Divisions

Annual and Special Reports (Series 0002-039)

General and specific reports on agency activities.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 20 June 2011

Record Copy: Unknown

Remarks: 28 July 2011: Superseded by general retention schedule- Annual and Special Reports, #0005-000.

Audit Reports (Series 0007-039)

Results of audits conducted by the Legislative Division of Post-Audit and other state and/or federal auditing agencies.

Entry Status: Ready for SRB

Retention Period: 005 fisc yrs

Disposition: Archives

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 18 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Superseded by general retention schedule - Audit Reports # 0009-000.

Budget Preparation Files - Annual (Series 0009-039)

Documents used in the preparation of the annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Entry Status: Ready for SRB

Retention Period: 005 fisc yrs

Disposition: See Comments

Restrictions: None

Comments: Contact the archives for appraisal - if not accepted for transfer to the archives, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 16 June 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series has been superseded by Budget Preparation files - Annual under

the general retention schedule, series 0016-000.

Budget Requests and Appeals - Annual (Series 0010-039)

Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 thru 518 and associated supporting documents.

Entry Status: Ready for SRB

Retention Period: 005 fisc yrs

Disposition: Archives

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 16 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: series superseded by general schedule- Budget Requests and Appeals - Annual #0017-000.

In-Home Nutrition Program Purchase Agreements Files (Series 0020-039)

Documents related to agreements between the Department on Aging and providers of state funded in-home meals for the elderly.

Entry Status: Ready for SRB

Retention Period: See comments

Disposition: Destroy

Restrictions: None

Comments: Retain until expiration of contract plus 5 calendar years, then destroy. See also Purchasing Records, Vendor Files, Accounts Payable Records, Bid Records, and Vouchers and Requisitions.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 28 June 2011

Record Copy: Unknown

Remarks: 28 July 2011: This series is no longer being created. Destroy all remaining records.

Legislative Relations Files (Series 0022-039)

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

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 11 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by the general retention schedule-Legislative Relations Files #0069-000.

Memoranda of Understanding or Agreement - Interagency (Series 0023-039)

Formal agreements reached between state, local, and/or federal agencies.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain until agreements becomes inactive plus 5 calendar years, then contact the archives for appraisal - if not accepted for transfer to the archives, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 18 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by general retention schedule-Memoranda of Understanding or Agreement - Interagency #0074-000.

Oil Overcharge Program Files (Series 0025-039)

Documents relating to the Dept. on Aging's administration of Oil Overcharge Program grants to local governments and organizations for the purchase of used vehicles to transport elderly persons.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain in office 10 fiscal years after the end of the grant period, then transfer to the archives for purging. Supersedes general schedule retention requirements for "Grant Files."

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Archive all remaining records.

Program Reports - State In-Home Nutrition Programs (Series 0027-039)

Monthly reports submitted to the Department on Aging by providers of state funded in-home nutrition services for the elderly.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain in office 2 fiscal years after the end of the grant period, transfer to the records center for 3 fiscal years, then transfer to the archives for purging. Supersedes general schedule retention requirements for "Grant Files."

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Archive all remaining records.

039-001

Department on Aging Office of the Secretary

Employee Personnel Files (Series 0038-039)

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

Entry Status: Ready for SRB

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 history (appointment data and change of status information), transfer to the records center for 62 calendar years, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 02 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by general retention schedule-Employee Personnel Files #0036-000.

Employee Position Descriptions (Series 0039-039)

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

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

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

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 02 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by general retention schedule-Employee Position Descriptions #0038-000.

Employee Time Report Records (Series 0040-039)

Records documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, absence reports, sign-in/out sheets, etc.

Entry Status: Ready for SRB

Retention Period: 005 fisc yrs

Disposition: Destroy

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

Comments: Internal agency forms. See also Leave Requests.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 02 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by general retention schedule-Employee Time Report Records #0039-000.

Employee Withholding Allowance Certificates (Series 0041-039)

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

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

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

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 02 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: superseded by general retention schedule-Employee Withholding Allowance Certificates #0042-000.

039-003

**Department on Aging
Operations**

Contracts (Series 0047-039)

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

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until expiration of contract plus 5 calendar years, then destroy. See also Purchasing Records, Vendor Files, Accounts Payable Records, Bid Records, and Vouchers - Purchase.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 16 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by general retention schedule- Contracts #0026-000.

Employment Programs Grant Files (Series 0048-039)

Correspondence, reports, proposals, and other materials relating to the Dept. on Aging's administration of state and federal grants for employment programs for older Kansans.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain in office 2 fiscal years after the end of the grant period, transfer to the records center for 3 fiscal years, then transfer to the archives for purging. Supersedes general schedule retention requirements for "Grant Files."

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Archive all remaining records.

Inventory Records - Non-Expendable Property (Series 0052-039)

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

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until superseded by new inventory plus 3 fiscal years, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 23 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by general retention schedule-Inventory Records - Non-Expendable Property #0061-000.

Leases - Real Property and Capital Equipment (Series 0053-039)

Documents related to the leasing of real estate and equipment.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until superseded or inactive plus 5 calendar years, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 16 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by general retention schedule- Leases - Real Property and Capital Equipment #0066-000.

Ledgers - General (Series 0054-039)

General records maintained by agencies of financial receipts and expenditures normally used to monitor, manage, and verify agency budget.

Entry Status: Ready for SRB

Retention Period: 003 fisc yrs

Disposition: Archives

Restrictions: None

Comments: This series includes only internal documents.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 16 July 2011

Record Copy: Unknown

Remarks: 28 July 2011:Series is superseded by general retention schedule- Ledgers - General #0068-000.

Payroll Adjustment Records (Series 0055-039)

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: Ready for SRB

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. See also Payroll Direct Deduction Authorization Records - General.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 23 July 2011

Record Copy: Unknown

Remarks: 28 July 2011:Series is superseded by general retention schedule- Payroll Adjustment Records #0077-000.

Payroll Warrant Registers (Series 0056-039)

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

Entry Status: Ready for SRB

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 23 July 2011

Record Copy: Unknown

Remarks: 28 July 2011:Series is superseded by general retention schedule- Payroll Warrant Registers #0080-000.

Project CARE Files (Series 0057-039)

Correspondence, reports, and other documents relating to the Dept. on Aging's administration of federal Project CARE grants to fund local coalitions to investigate the needs of the elderly.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain in office 2 fiscal years after end of grant period, transfer to the records center for 3 fiscal years, then transfer to the archives for purging. Supersedes general schedule retention requirements for "Grant Files."

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 11 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Archive all remaining records.

Property Disposition Records - Non-Expendable (Series 0058-039)

Copies of DA forms 110 and supporting documents used to remove capital equipment from the agency inventory.

Entry Status: Ready for SRB

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 23 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by general retention schedule- Property Disposition Records - Non-Expendable #0090-000.

Purchasing Records (Series 0059-039)

Documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.

Entry Status: Ready for SRB

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 16 June 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by the general schedule- Purchasing Records #0093-000

STARS Reports: Daily Financial (Series 0060-039)

Computer reports regarding agency financial status issued on a daily basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting System.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy. Schedule does not apply to originals maintained at Accounts and Reports. Replaces the old CASK Reports. Includes: DAFR8010, DAFR8120, DAFR8210, DAFR8420, DAFR8101, etc.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 16 July 2011

Record Copy: Unknown

Remarks: 28 July 2011:Series is superseded by general retention schedule- STARS Reports: Daily Financial #0104-000.

STARS Reports: Monthly Financial (Series 0061-039)

Computer reports regarding agency financial status issued on a monthly basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting System.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy. Schedule does not apply to originals maintained at Accounts and Reports. Replaces the old CASK Reports. Includes: DAFR8290, DAFR8300, DAFR8280, DAFR8070, DAFR8101, etc.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 16 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by general retention schedule- STARS Reports: Monthly Financial #0105-000

STARS Reports: Yearly Financial (Series 0062-039)

Superseded by General retention schedule 0160-000. This series becomes obsolete.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy. Schedule does not apply to originals maintained at Accounts and Reports. Replaces the old CASK Reports. Includes: DAFR8290, DAFR8101, DAFR7680, DAFR8120, DAFR8210, etc.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 16 July 2011

Record Copy: Unknown

Remarks: 28 July 2011:Series is superseded by general retention schedule- STARS Reports: Yearly Financial #0106-000.

Telephone Billing Records (Series 0064-039)

Superseded by General retention schedule 0116-000. This series becomes obsolete.

Entry Status: Ready for SRB

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 12 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by general retention schedule- Telephone Billing Records #0116-000.

Vendor Files (Series 0066-039)

Records concerning purchases from specific vendors: invoices, correspondence, vouchers, ledger books and cards, etc.

Entry Status: Ready for SRB

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 fiscal years if record is subject to KSA 75-3704(e). See also Vouchers - Purchase, Purchasing Records, Bid Records, Contracts, and Accounts Payable Records.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by general retention schedule- Vendor Files #0121-000.

Vouchers - Purchase (Series 0068-039)

Copies of documents used to order and pay for goods and services:DA forms 100 thru 109 and DA120

Entry Status: Ready for SRB

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

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

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by General retention schedule- Vouchers - Accounts Payable #0125-000.

Vouchers - Travel (Series 0067-039)

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

Entry Status: Ready for SRB

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

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

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by General retention schedule- Vouchers - Travel #0127-000.

039-004

**Department on Aging
Aging Policy, Planning, and Advocacy**

Older Kansans Employment Program Files (Series 0158-039)

Application, correspondence, monthly reports, vouchers, etc. relating to a state and federally funded program designed to assist older citizens with employment opportunities.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Obsolete series, transfer to the archives immediately for purging. Dept. on Aging no longer oversees this program.

Schedule Authority: Agency Schedule

KAR Number 53-2-126

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Archive all remaining records

Legal Services Developer

Continuing Legal Education Materials (Series 0079-039)

Variety of materials relating to continuing legal education conferences and seminars attended by the Legal Services Developer.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records.

Equal Employment Opportunity Plans (Series 0081-039)

Superseded by General retention schedule 0046-000. This series becomes obsolete.

Entry Status: Ready for SRB

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Documents related to agency compliance with laws and regulations concerning EEO/AA plans including the agency characteristic plan

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by General retention schedule- Equal Employment Opportunity Plans #0046-000.

Estate Recovery Files (Series 0082-039)

Regulations, legislative testimony, and other materials pertaining to the state plan to place a claim on the assets of a Medicaid recipient following the recipient's and his/her spouse's death.

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.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Archive all remaining records.

Medicaid Income Cap Files (Series 0084-039)

Correspondence, regulations, legislative testimony, newsclippings, and other documents pertaining to state efforts to limit the use of Medicaid funds for long term care.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

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

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

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Archive all remaining records.

Newsletters (Series 0085-039)

Variety of newsletters relating to legal issues affecting older Americans.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records.

Subject Files - Elder Abuse (Series 0086-039)

External publications, reports, and other material relating to elder abuse issues maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records.

Subject Files - General (Series 0087-039)

External publications, reference material, and other documents relating to the activities and concerns of the Legal Services Developer.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Subject Files - Public Benefits (Series 0088-039)

Reference material relating to a variety of public benefits available to older Americans including Medicare, Medicaid, Social Security, Supplemental Security Income, and veterans benefits.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Team Assessment Reports Working Files (Series 0089-039)

Notes, drafts, and other documents related to the preparation of Department on Aging team assessments of area agencies on aging.

Entry Status: Ready for SRB

Retention Period: 001 cldr yr

Disposition: Destroy

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

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Planner

Subject Files - Energy (Series 0093-039)

Publications, reports, notes, and other material relating to energy issues affecting the elderly maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Subject Files - Housing (Series 0094-039)

Publications, reports, notes, and other material relating to housing issues affecting the elderly maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Subject Files - Taxes (Series 0095-039)

Publications, reports, notes, and other material relating to tax issues affecting the elderly

maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Public Health Educator

Correspondence - Routine (Series 0096-039)

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

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by General retention schedule- Correspondence - Routine #0028-000

Press Releases (Series 0098-039)

Public information issued to the news media.

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.

Schedule Authority: General Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by General retention schedule- Press Releases #0086-000.

Subject Files - Alzheimer's Disease (Series 0100-039)

External publications, research data, bibliographies, and other materials relating to Alzheimer's disease maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Subject Files - General Diseases (Series 0101-039)

External publications, research data, bibliographies, and other materials relating to diseases involving dementia maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy remaining records

Subject Files - Huntington's Disease (Series 0102-039)

External publications, research data, bibliographies, and other materials relating to Huntington's disease maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Subject Files - Parkinson's Disease (Series 0103-039)

External publications, research data, bibliographies, and other materials relating to Parkinson's disease maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Senior Care Act Coordinator

Subject Files - Health Promotion (Series 0109-039)

Variety of documents relating to erotological health issues maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Subject Files - Long Term Care (Series 0110-039)

Variety of documents related to long term care issues maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

039-005

Department on Aging

Client, Assessment and Referral Program

Correspondence - Policy Related (Series 0117-039)

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: Ready for SRB

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: None

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

Schedule Authority: General Schedule

KAR Number 53-2-118

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by General retention schedule- Correspondence - Policy Related #0027-000

Correspondence - Routine (Series 0118-039)

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

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-118

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by the General retention schedule-Correspondence - Routine #0028-000

Minutes - CARE Coordinators (Series 0120-039)

Proceeding of regular or special meetings of the CARE coordinators.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Schedule Authority: General Schedule

KAR Number 53-2-118

Last Surveyed 18 July 2011

Record Copy: Unknown

Remarks: 28 July 2011:Series is superseded by General retention schedule- Minutes #0075-000

Minutes - CARE Oversight Council (Series 0121-039)

Proceedings of regular or special meetings of the CARE Oversight Council.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Schedule Authority: General Schedule

KAR Number 53-2-118

Last Surveyed 18 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by General retention schedule- Minutes #0075-000

Subject Files (Series 0124-039)

Variety of documents relating to staff interests and activities.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-118

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Nursing Facilities

Audit/Wage Pass Through Files (Series 0162-039)

Reports submitted by nursing facilities demonstrating how wage/staff enhancements dollars were spent.

Entry Status: Ready for SRB

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

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

Schedule Authority: Agency Schedule

KAR Number 53-2-126

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Nutrition Task Force Files (Series 0161-039)

Documents relating to a task force designed to review and possibly revise current nutritional guidelines for older citizens

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Obsolete series-immediately transfer to the archives for purging

Schedule Authority: Agency Schedule

KAR Number 53-2-126

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Archive all remaining records

Planning and Service Area Menus (Series 0160-039)

Menus designed by the Nutrition Project dietitian as a guide for the Area Agencies on Aging and submitted to the Department on Aging for review.

Entry Status: Ready for SRB

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

Schedule Authority: Agency Schedule

KAR Number 53-2-126

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

039-006

Department on Aging

Budget, Finance, and Analysis

Participation Statistics Reports Working Files (Series 0127-039)

Documents related to the preparation of reports containing statistics on participation in aging programs by race for each planning and service area in the state.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Subject Files - Minorities (Series 0131-039)

Variety of materials relating to racial or ethnic groups maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-100

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Reimbursement

Budget Preparation Files - Annual (Series 0135-039)

Documents used in the preparation of the annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Entry Status: Ready for SRB

Retention Period: 005 fisc yrs

Disposition: See Comments

Restrictions: None

Comments: Contact the archives for appraisal - if not accepted for transfer to the archives, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-116

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by General retention schedule- Budget Preparation Files - Annual #0016-000.

Budget Requests and Appeals - Annual (Series 0136-039)

Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 thru 518 and associated supporting documents.

Entry Status: Ready for SRB

Retention Period: 005 fisc yrs

Disposition: Archives

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-116

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Series is superseded by General retention schedule- Budget Requests and Appeals - Annual #0017-000.

Heavy Care Summary Report (Series 0138-039)

Computer printout listing those nursing facility residents who require additional services.

Entry Status: Ready for SRB

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: Obsolete series.

Schedule Authority: Agency Schedule

KAR Number 53-2-116

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Home and Community Based Services (Series 0139-039)

Copies of annual reports submitted by nursing care providers to the Health Care Finance Administration along with reimbursement information and maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-116

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

Nursing Facility Waiver Files (Series 0143-039)

Documents relating to nursing care providers waiving the option of participation in the state plan authorized by the Health Care Finance Administration.

Entry Status: Ready for SRB

Retention Period: 010 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: Retain in office 3 fiscal years, transfer to the records center for 7 fiscal years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-132

Last Surveyed 10 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Obsolete- this series is no longer being created. Destroy all remaining records

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
28 July, 2011**

1. **Agency:** Kansas State Historical Society
2. **Records Officer:** Matt Veatch **Phone:** 272-8681
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 19 July 2011
5. **Total records - No. of Series:** 2
6. **Archival records - No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0

8. **Appraisal Based Upon:**

Consultation with some agency staff members who work with interns.

9. **Appraisal Narrative:**

The Kansas State Historical Society wishes to amend one existing series and create a second one, both related to unpaid internship files. Currently the existing series covers all interns, whether accepted by the agency or not, and the series (last surveyed in 1998) is supposed to be archived. Society staff would prefer to keep unaccepted internship files for one calendar year and files on interns who work with the Society for ten calendar years before destroying.

Retention/Disposition Schedule Entries

288-001

Kansas State Historical Society Administration Division

Unpaid internship files - Accepted (Series 0043-288)

Applications and supporting documentation relating to individuals interested in participating in an internship program and who were accepted.

Entry Status: Ready for SRB

Retention Period: 10 calendar years

Disposition: Destroy

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

Schedule Authority: Agency Schedule

KAR Number 53-2-115

Last Surveyed 18 July 2011

Record Copy: Unknown

Remarks: 28 July 2011: Revised series title; changed retention period and disposition from "Retain until no longer useful, then transfer to the archives for purging"; made series pertain only to accepted interns and created a separate series entry for unaccepted interns.

Unpaid internship files - Unaccepted (Series Unknown)

Applications and supporting documentation relating to individuals interested in participating in an internship program but who were not accepted.

Entry Status: Draft

Retention Period: 1 calendar year

Disposition: Destroy

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

Schedule Authority: Agency schedule

Last Surveyed 18 July 2011

Record Copy: Unknown

Remarks: Separated this series out from Unpaid Internship files - Accepted (0043-288).