

AGENDA
STATE RECORDS BOARD
11 April 2013
8:30 a.m.
Kansas State Historical Society
Center for Historical Research
6425 SW 6th Ave.
Executive Conference Room, 2nd Floor

1. Introductions and announcements
2. Minutes from previous meeting
3. Department of Agriculture – Noxious Weeds
4. Department of Corrections – Central Office and Facilities
5. Pooled Money Investment Board
 - a. New series
 - b. Revised series
6. Department for Children and Families – Prevention and Protection Services
7. Local records – Personnel records
8. Local records – Johnson County: electronic records migration
9. Housekeeping changes
 - a. Department for Aging and Disability Services
 - b. Department of Corrections
 - c. Department for Children & Families (formerly Social and Rehabilitation Services)
 - d. Department of Education
10. Other business:
 - a. Electronic Records Committee update
 - b. Implementation of housekeeping changes
 - c. Future meetings
 - 18 July 2013
 - 10 October 2013
 - 9 January 2014
 - 10 April 2014

State Records Board
10 January 2013
Executive Conference Room
Kansas State Historical Society

Present: Lisa Mendoza, chair, designee of the Attorney General
Pat Michaelis, designee of the Executive Director, Kansas State
Historical Society (KSHS)
Matt Veatch, State Archivist, KSHS
Secretary Dennis Taylor, Department of Administration

Not present: Bill Sowers, designee of the State Librarian

Also present: Lu Anne Harris, KSHS
Darrell Garwood, KSHS
Marcella Wiget, KSHS
Craig Haugsmaess, Kansas Board of Regents
Nancy Olsen, Regents
Terri Higgins, Attorney General's Office
Melissa Thompson, Sedgwick County Records Management
Austin Rhodes, Sedgwick County Records Management
Teresa Anderson, Johnson County Records Management
Julianne Gonatas, Johnson County Human Resources
Cheryl Creviston, Jayhawk File Express
Diana Gillespie, Jayhawk File Express

2. *Minutes:* Ms. Mendoza wished to recognize that during the discussion about the Electronic Records Committee (ERC) at the October 11 meeting of the State Records Board (SRB), the board concluded that the ERC was subject to the Kansas Open Meetings Act (KOMA) and that if anyone asked for notice to attend those meetings, they must be given said notice.

Motion to approve: Ms. Michaelis moved approval, Mr. Veatch seconded, unanimous approval of minutes as submitted.

3. *Kansas Board of Accountancy:* Five series from this agency have all been superseded into a single series, 0011-028, Certified Public Accountant Files – Individual. These records series have all become part of the same file, which is now being scanned and kept electronically. Accountancy will need to create an Electronic Recordkeeping Plan (ERP) to bring to the ERC and the SRB. The board decided to table the superseded by agency schedules until seeing the revised schedule and receiving the ERP.

Motion to approve: Mr. Veatch moved approval, Ms. Michaelis seconded, unanimous approval of new series as submitted.

Motion to table: Mr. Veatch moved to table, Ms. Michaelis seconded, unanimous approval of tabling the superseded by agency schedules.

4. *Kansas Board of Regents:* Regents' staff would like to digitize student transcripts and related student records in order to provide better access to these records; they receive numerous requests for copies of these records, which physically are in various stages of deterioration. Both private school transcripts and General Educational Development (GED) records are fixed, dead records once Regents receives

them. There are also paper student records from a closed adult education program that the Regents staff would like to dispose of in accordance with federal regulations.

Mr. Veatch was concerned that according to existing and proposed retention schedules, student transcripts and GED records are supposed to come to the State Archives after 50 years. He would prefer that these records remain with the Board of Regents and never come to the archives. He assured Regents' representatives that the 50 years is a minimum retention and that they can keep these records longer if they feel that is necessary. Nancy Olsen pointed out that Regents receive requests for copies of GED transcripts from up to 50 years ago. Matt recommended changing the retention language on the new GED records series such that Regents may retain the records permanently but that they never come to the Archives. Agency staff accepted keeping the private or out-of-state postsecondary educational institution student transcripts for 50 years and then destroying. Discussion also surrounded noting paper and electronic record copies in the proposed schedules; Ms. Mendoza recommended that language in the new GED records series indicates the record copy is maintained permanently without specifying that it must be either paper or electronic.

Motion to approve: Ms. Michaelis moved approval, Mr. Veatch seconded, unanimous approval of retention schedules as amended.

5. Kansas Secretary of State's Office: Ms. Wiget explained that Kathy Sachs, records officer for the agency, contacted the State Archives about clarifying 0001-622 to include both Merchandise Trust Fund & Permanent Maintenance Trust Fund annual reports, audits, and supporting documentation.

Motion to approve: Ms. Michaelis moved approval, Mr. Veatch seconded, unanimous approval of retention schedule as submitted.

6. Kansas Department of Transportation: The board went through the July 2012 meeting minutes again and noted that the taxpayer's statute for confidentiality still needs to be added.

Motion to approve: Ms. Michaelis moved approval, Mr. Veatch seconded, unanimous approval of retention schedule as submitted.

7. Kansas Department of Corrections – All Facilities: Ms. Wiget noted that this is a smaller set of records coming before the board than previous sets, but that she and Ms. Harris have sent the facilities a large packet of remaining retention schedules to discuss.

Ms. Mendoza requested clarification in the description of 0204-521 to note that this records series does not include information about specific inmates' progress.

Motion to approve: Mr. Veatch moved approval, Ms. Michaelis seconded, unanimous approval of records series as submitted, with one amendment.

8. Office of the Attorney General: The Attorney General's office has implemented a new evidence control procedure; in doing so, the office discovered that they have no retention schedules governing records series about evidence or for the evidence articles themselves. There is also now a requirement for an annual inspection and accompanying report.

Mr. Veatch recommended amending the title of the Annual Inspection Report series to read "Evidence Control System Annual Inspection Report." The board also amended the description in the Evidence Inventory Log series to note date and type of disposition. Mr. Veatch questioned the permanency of the evidence inventory log; Ms. Mendoza explained that eventually the office would like to make the log electronic but currently it is in paper form.

Motion to approve: Mr. Veatch moved approval, Secretary Taylor seconded, unanimous approval of records series as amended.

Discussion followed for the Attorney General's ERPs, presented at that time in paper copy. Mr. Veatch reported that the AG's office sent two representatives to the ERC meeting and that following discussion and suggesting minor changes to the two ERPs, the ERC came to a consensus for recommending these ERPs to the SRB. Mr. Veatch also went into some detail about the preservation and security procedures followed by the AG's office for their electronic records. Ms. Mendoza described the changes made to the ERPs following the ERC meeting.

Motion to approve: Mr. Veatch moved approval, Ms. Michaelis seconded, unanimous approval of ERPs as presented to the Board.

9. Local government—Sheriff's office: Douglas County Sheriff's Office has created a database documenting the information found in the Sheriff's Sales Documentation records series (0025-114). This information generally comes from the paper records, which are use copies from the courts that maintain the record copies. Douglas County wanted to know whether they could simply maintain the database rather than paper copies of the source documents.

Motion to approve: Ms. Michaelis moved approval, Mr. Veatch seconded, unanimous approval of this revised series with one minor correction.

10. Local government – personnel records: Ms. Gonatas noted that this records management project began before she even started working for Johnson County 14 months ago. The county's Human Resources department began documenting all personnel documents they have and what federal requirements these documents fall within, as well as studying the SRB's retention schedule for local personnel records, 0025-100. All this work was in conjunction with planning to make their HR records entirely electronic. Johnson County worked with several other counties, including Sedgwick, Wyandotte, Ford, Saline, and Riley, as well as staff at the Kansas Public Employees Retirement System (KPERs), to revise the existing series and create the new one. Ms. Gonatas noted that neither the counties nor KPERs needed to go back very far into personnel records but instead needed to get into older payroll records. Other counties were supportive of this endeavor.

Discussion surrounded the release of disciplinary action information. Ms. Gonatas noted that anything involving a legal action would be kept longer due to legal holds, but disciplinary measures related to attendance or other matters not involving legal action is generally not released. Department of Transportation requires releases of information, including drug testing results, but that requirement can only go back 2 years, which falls within the 15 year retention. Ms. Mendoza questioned further about former employees seeking federal employment and signing a full release for a background check; Ms. Gonatas stated this has not happened to her either at the county or in the private sector, but that HR would release the typical employment verification information. Secretary Taylor pointed out that the board needed to concern themselves with only retention needs of the counties; Ms. Gonatas added that not releasing more information than dates of employment and pay lessens the liability to the county. Abstracted work histories do not generally contain disciplinary information. Ms. Gonatas explained that the 15 years is lengthier than the private sector; Texas, Oklahoma, Colorado, Missouri, and Nebraska laws were also researched, and this requested change falls in the middle of those states' retention periods. Federal requirements for specific document types are also fairly short now; Mr. Veatch noted that when this schedule was written, the 6+3 retention period was based upon federal retention scheduling of the mid-1990s.

Ms. Mendoza requested more information about the summary log of background checks found in 0025-100's comments. This log can note whether or not a record was found for criminal and motor vehicle registration (MVR) infractions; Ms. Mendoza therefore requested adding KSA 45-221(a)(30) to the restrictions. She also wondered whether sheriff's offices or other agencies would run additional NCIC background checks and suggested adding KSA 22-4701 et seq. for such restricted records.

Discussion turned to the new payroll series. Melissa Thompson from Sedgwick County suggested renaming it as “Abstracted Payroll Histories.” The board also wished to amend the series description for this series so as not to including the phrase “Records relating to verification of wage rates,” which does not apply. The 40 fiscal year retention came from discussions with KPERS; the counties expect that KPERS will also retain that information and that the counties will be the back-up copy.

Mr. Veatch questioned whether the new series created the need for a new record for the counties. Ms. Anderson stated that she views new guidelines from the State Records Board as applicable when her county is already creating those records—if not, then a retention schedule does not apply to them. In this instance, however, Mr. Veatch pointed out that if not all counties already created abstracted payroll histories, then those counties may be disposing of records too soon if they only looked at the personnel records series.

The board came to the decision therefore to include abstracted payroll histories in the existing personnel records retention schedule. New comment includes, “Retain Abstracted Payroll Histories (including name, title, year, hours, and pay rate) for 40 calendar years, then destroy and/or delete.” The group discussed whether “summary log of background checks” could be made more specific and if it even needed to be kept as part of an abstracted work history. Ms. Gonatas noted that keeping that information for 15 years can be helpful to prove due diligence on the part of the county.

Motion to table: Ms. Michaelis moved, Mr. Veatch seconded, and the board voted to table further discussion of this series until the next Records Board meeting, so that Johnson County representatives could take the new revisions to other stakeholders.

Mr. Veatch noted that the board is discussing this closely because what is decided at the county level will lead to what happens at the state level.

Ms. Anderson noted that generally what would be helpful for the counties would be less focus on series title and more focus on providing more information about what types of information is included within that records series title.

Ms. Gonatas expressed appreciation for being able to come to the meeting and request this change; Mr. Veatch expressed the KSHS staff’s and SRB’s appreciation for the counties’ work on this matter. KSHS has limited staffing to focus on local issues and appreciates the counties taking on this effort.

11. Local government-Area Aging agency records: Ms. Thompson originally tried to tackle these records in 2007 but received no local stakeholder support; Austin Rhodes, student working with Sedgwick County records management, tried again with more success last year. One major concern county staff had regarded whether the local agencies fell under HIPAA or not. Records management staff held meetings with local stakeholders, mostly the local Aging office and their legal department. Generally the consensus seemed to be to retain records for 6 calendar years plus one additional year for auditing purposes.

There are 11 area agencies on aging for Kansas. Many of the records these agencies create fall under general retention schedules already in existence, but there appeared to be 7 unique records series. Ms. Thompson noted that the Sedgwick County agency has records dating back to its beginnings, and they would like authority to dispose of these records.

Discussion surrounded whether these retention schedules belonged on the local schedules or not; these agencies are not county-governed (Sedgwick, Harvey, and Butler Counties have contracted with the Sedgwick County Board of Commissioners, but some local agencies are privately contracted and operated). The board decided they could endorse these records in an advisory capacity and that counties’ boards of commissioners would have to adopt these retention schedules at the local level. Mr. Veatch suggested disseminating that information to the 11 local agencies and explaining that they are

advisory schedules but could be used if the agencies so chose. Ms. Anderson noted that Johnson County also houses the records for their local Aging agency and thought these schedules would be very helpful.

The board recommended changing the retention period and disposition language on Area Plans to say "See comments."

Motion to endorse: Mr. Veatch moved endorsement, Ms. Michaelis seconded, unanimous approval of advisory schedules as amended.

12. Housekeeping report: State Archives staff will ask the KHS database administrator if she can create an additional category for administrative reorganizations. Matt suggested a cover sheet or verbal report by staff to explain more significant changes in the housekeeping edits. Discussion then followed over whether to change series ID numbers for those retention schedules moving from one agency to another; records management staff will have to ask the database administrator whether this is feasible.

13. Other business

a) Local records—Johnson County notification of migration of certain records: Ms. Anderson noted that when Douglas King at Sedgwick County told her about KSA 45-501(c), she called Mr. Veatch to ask what she needed to do to follow that statute. He initially said she should follow the same procedure that state agencies do, but then Johnson County legal counsel pointed out the county only has to notify the SRB about this change in practice. In going through this process, Ms. Anderson noted Johnson County had no local vetting process; she has looked at the plan Mr. King uses in Sedgwick County for migrating records series to electronic format and plans to model something similar in Johnson County. Johnson County is not yet prepared to begin destroying paper documents as they are still working on that vetting process, but they wanted to bring this to the board as part of initiating the process.

Ms. Anderson questioned whether KSA 45-501(c) included notifying the board about records that have been born digital. The board interpreted this statute to mean they should be notified about all electronic records, not just those migrated from paper; Ms. Anderson then questioned how she should proceed with notifying the board. The board stated that counties could write a letter describing in general terms what records are being migrated and what source documents in paper form will be destroyed, noting that they would also have the ability to follow up and ask questions as needed. Mr. Veatch pointed out that he is more concerned with ensuring that local internal processes involve a thorough vetting of electronic systems used by the county to ensure long-term preservation of necessary records.

The board officially noted that they received the current letter from Johnson County at this meeting.

The State Records Board thanked Secretary Taylor for his service on the board, as this was his last day as Secretary of Administration.

Ms. Mendoza adjourned the meeting at 11:30 a.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
April 11, 2013**

1. **Agency:** Department of Agriculture – Plant Protection & Weed Control
2. **Records Officer:** Steve Stankiewicz **Phone:** 785-296-5197
3. **Appraising Archivist:** Marcella Wiget, Darrell Garwood
4. **Date of Appraisal:** 6 February 2013
5. **a) Total records – No. of Series:** 1
b) New series – No. of Series: 1
c) Revised existing series – No. of Series: 0
d) Obsolete schedules – No. of Series: 0
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 1
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 1
8. **Appraisal Based Upon:**
Discussions with Weed Specialist Scott Marsh and with other State Archives staff, examination of records.
9. **Appraisal Narrative:**
Scott Marsh contacted the State Archives to pick up some records. In doing so, the archivists realized these records had only been scheduled at the county level, never at the state level. With this new retention schedule approved, the county schedule will also need to be amended.

Retention/Disposition Schedule Entries

046-006

Department of Agriculture

Plant Protection and Weed Control Program

Annual Reports - County Weed Departments (Series Unknown)

Year-end reports received from all counties' weed departments. Individual reports include budget information and summarize weeds treated in each county. Series also includes reports and tabulated statistical information generated from county reports.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Archives

Restrictions: None

Comments: Retain paper county reports 010 cldr years, then transfer to the State Archives. Transfer any electronic reports generated from reports annually to the State Archives.

Schedule Authority: Agency schedule

Last Surveyed 23 January 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 03/18/2013: Entry exists on the local retention schedule, not the state agency schedule. Will need to change the local retention schedule such that counties do not need to retain these reports but can destroy them instead.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
April 11, 2013**

1. **Agency:** Department of Corrections – Central Office and Facilities
2. **Records Officer:** Mary Chambers et al. **Phone:** 785-296-1136
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 8 March 2013
5. **a) Total records – No. of Series:** 3
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 3
d) Obsolete schedules – No. of Series: See Housekeeping report.
e) Series superseded by other schedules – No. of Series: 1
f) Series superseded by general schedules – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussions with Jeannie Wark, Parole Services Specialist in the Department of Corrections, and with the facilities' records officers.
9. **Appraisal Narrative:**

These discussions were a continuation of the revision and updating process for the Department of Corrections' retention and disposition schedules. One retention schedule, 0176-521, was apparently missed when putting together the January Records Board packet.

Retention/Disposition Schedule Entries

521-001

Department of Corrections Central Office

Interstate Compact Records (Series 0025-521)

Documents granting and verifying inmate parole to other states: renewal agreement, intergovernmental agreements, contracts, drafts, correspondence, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See comments

Disposition: Destroy

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

Comments: Retain until information is uploaded into the national offender tracking system, then destroy. Information is maintained at the federal level.

Schedule Authority: Agency Schedule

KAR Number 53-2-083

Last Surveyed 05 March 2013

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 03/11/2013 mwiget: Revised retention & disposition; noted electronic format of records.

521-010

Department of Corrections All Facilities

Inmate Counselor Caseload Lists (Series 0176-521)

Documents of counselor inmate caseload assignment.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

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

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

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 06 December 2012

Record Copy: Unknown

Remarks: 12/06/2012 mwiget: NOT obsolete series as previously listed; changed retention comments.

PPC Chronological Records (Series 0159-521)

Documents relating to a parolee's daily, weekly, or monthly activities.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: See Comments

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

Comments: Retain until parolee is discharged from Department of Corrections, then place in "Inmate File."

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 24 January 1989

Record Copy: Unknown

Remarks: 03/11/2013 mwiget: Supersede into agency schedule 0304-521, Inmate Parole files. (Chronological logs already appear in that series.)

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
April 11, 2013**

1. **Agency:** Pooled Money Investment Board
2. **Records Officer:** Karen Stattelman **Phone:** 785-296-3701
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 29 March 2013
5. **a) Total records – No. of Series:** 11
b) New series – No. of Series: 7
c) Revised existing series – No. of Series: 4
d) Obsolete schedules – No. of Series: 0
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 1
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**
Discussions with agency's records officer.
9. **Appraisal Narrative:**

Karen Stattelman, records officer for the Pooled Money Investment Board, has been updating and revising her agency's retention schedules. This set includes several new retention and disposition schedules, as well as the revision of a few existing ones.

Retention/Disposition Schedule Entries

NEW RETENTION SCHEDULES

671-001

Pooled Money Investment Board

Agricultural Production Loan Program (Series Unknown)

Record of payments by Kansas banks and memos to the State Treasurer's Office (STO) Cashier.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 010 fisc years

Disposition: Destroy

Restrictions: Payments contain confidential banking information.

Comments: This program is managed through the State Treasurer's Office.

Schedule Authority: Agency schedule

Last Surveyed 29 March 2013

Record Copy: Paper

Remarks: 03/29/2013: new entry. The hard copies are kept 10 years as the maximum length of a loan is 8 years. In the event of a disaster, a copy of the software which is used to administer program and track payments is stored off-site.

Audit Confirmation Requests (Series Unknown)

Requests for confirmation of balances in Municipal Investment Pool, Kansas Bank certificates of deposit, Agricultural Productions Loans, and Home Loan Deposits.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 6 months

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency schedule

Last Surveyed 29 March 2013

Record Copy: Paper

Remarks: 03/29/2013: new entry.

Expanded Investment Authority (Expanded Powers) (Series Unknown)

Documentation provided for annual review by entities with expanded investment authority (expanded powers).

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 005 calendar years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency schedule

Last Surveyed 29 March 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 03/29/2013: new entry.

Home Loan Deposit Program (Series Unknown)

Record of payments by Kansas banks and memos to State Treasurer's Office (STO) Cashier.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 022 fisc years

Disposition: Destroy

Restrictions: Payments contain confidential banking information.

Comments: This program is managed through the State Treasurer's Office.

Schedule Authority: Agency schedule

Last Surveyed 29 March 2013

Record Copy: Paper

Remarks: 03/29/2013: new entry. The hard copies are kept 22 years as the maximum length of a loan is 20 years. In the event of a disaster, a copy of the software which is used to administer program and track payments is stored off-site.

Investment Rates for Public Funds Workpapers (Series Unknown)

Calculation of investment rates for public funds (spreadsheet, rates pulled from Bloomberg and Wall Street Journal, communication to Office of the Secretary of State for publication in Kansas Register). Stored electronically as PDF files.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 003 calendar years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency schedule

Last Surveyed 29 March 2013

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 03/29/2013: new entry.

KDOT Administrative Fees (Series Unknown)

Calculation of Kansas Department of Transportation's (KDOT) annual fee payable to PMIB for investment management services.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 005 fisc years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency schedule

Last Surveyed 29 March 2013

Record Copy: Paper

Remarks: 03/29/2013: new entry.

Transfer of PMIB Fee Funds to State General Fund (Series Unknown)

Determination of monthly transfer of Pooled Money Investment Board (PMIB) fee funds not necessary for reimbursement of administrative expenses to be transferred to the state general fund, per K.S.A. 75-4235(b).

Entry Status: Draft
Recommended Status: Approve As New
Retention Period: 003 fiscal years
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency schedule
Last Surveyed 29 March 2013
Record Copy: Paper
Remarks: 03/29/2013: new entry.

Retention/Disposition Schedule Entries

REVISED RETENTION SCHEDULES

671-001

Pooled Money Investment Board

Application Activity Summary Reports (Series 0031-671)

Monthly reports by the Office of the State Bank Commission summarizing changes in Kansas banks, such as name changes or mergers.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Retain until no longer useful, then destroy.

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-102

Last Surveyed 29 March 2013

Record Copy: Paper

Remarks: 08/07/1992: new entry.

03/29/2013: revised series title and description.

Bank Statements and Analysis (Series 0036-671)

Monthly bank statements and analysis of regents' institutions and state agencies' accounts that are awarded through competitive bid. Stored electronically as PDF files.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 003 calendar yrs

Disposition: Destroy

Restrictions: Statements will contain bank account numbers.

Schedule Authority: Agency Schedule

KAR Number 53-2-102

Last Surveyed 29 March 2013

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 08/07/1992: new entry.

03/29/2013: revised series title and description, retention period, record copy format, and restrictions information.

Investment Accounts (Kansas Bank CDs) (Series 0035-671)

Documents relating to funds invested in Kansas banks via certificate of deposits.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: May contain confidential banking information.

Schedule Authority: Agency Schedule

KAR Number 53-2-102

Last Surveyed 29 March 2013

Record Copy: Paper

Remarks: 08/07/1992: new entry.

03/29/2013: revised series title and description, and restrictions information. In the event of a disaster, a copy of the software which is used to administer program and track certificates of deposit is stored off-site.

Statutory Loan Files (Series 0034-671)

Documents relating to loan agreements mandated by legislature between the Pooled Money Investment Board and other state agencies.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Retain for the life of the loan, then transfer to the archives for purging.

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-102

Last Surveyed 29 March 2013

Record Copy: Paper

Remarks: 08/07/1992: new entry.

03/29/2013: revised series description.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
April 11, 2013**

1. **Agency:** Department for Children & Families – Family Services, Prevention & Protection Services
2. **Records Officer:** Sandy Powell **Phone:** 785-296-8284
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 27 March 2013
5. **a) Total records – No. of Series:** 4
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 4
d) Obsolete schedules – No. of Series: See Housekeeping report.
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: See Housekeeping report.
6. **Archival/Permanent records – No. of Series:** 2
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**
Discussions with agency's records officer.
9. **Appraisal Narrative:**

Sandy Powell contacted the State Archives with revisions to the existing agency schedule. DCF has a new section, Prevention and Protection Services, and the agency is implementing new procedures for electronic records.

Retention/Disposition Schedule Entries

REVISED

629-006

Department for Children and Families Prevention and Protection Services

Abuse/Neglect Investigation Files (Series 0050-629)

Allegation report, social service plan, intervention plan, etc. relating to the investigation of suspected abuse and/or neglect cases.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See comments

Restrictions: KSA 39-709b

Comments: If not assigned for investigation, retain 2 years, then destroy. If not substantiated, retain 6 years, then destroy. If substantiated, confirmed, or validated, retain permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-109

Last Surveyed 26 March 2013

Record Copy: Unknown

Remarks: 03/26/2013 mwiget: Changed sub-agency; changed retention and disposition comments.

Client Case Files - Adoption Services (Series 0067-629)

Application, medical history, correspondence, etc. relating to adoption of individuals.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See comments

Restrictions: KSA 39-709(b)

Comments: Retain until no longer useful, then transfer to the agency's records center permanently. A copy is provided by the agency to the State Archives.

Schedule Authority: Agency Schedule

KAR Number 53-2-109

Last Surveyed 26 March 2013

Record Copy: Unknown

Remarks: 03/26/2013 mwiget: Changed sub-agency; changed retention and disposition comments.

Guardianship/Adoption Records - State Wards (Series 0695-629)

Documents relating to guardianship cases filed with Social and Rehabilitation Services that are closed at the time of adoption or at age 21.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: KSA 65-2423

Comments: Submit case file to agency records center for imaging when no longer needed locally. Destroy paper case file after imaged and image is verified. Annually transfer copies of images to State Archives.

Schedule Authority: Agency Schedule

KAR Number 53-2-099

Last Surveyed 26 March 2013

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: 03/26/2013: Changed retention and disposition comments.

629-011

Department for Children and Families

Family Services

Working Files - Assistant Regional Director for Family Services Programs (Series 0586-629)

Variety of documents relating to the management and operation of the program.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Retain until no longer useful, then destroy.

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-109

Last Surveyed 26 March 2013

Record Copy: Unknown

Remarks: 03/26/2013 mwiget: Changed sub-agency and series title; changed retention and disposition.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
April 11, 2013**

1. **Agency:** Local government – General schedule
2. **Contact:** Teresa Anderson **Phone:**
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 25 January 2013
5. **a) Total records – No. of Series:** 1
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 1
d) Obsolete schedules – No. of Series: 0
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussions with Johnson County Records Manager and Human Resources staff.
9. **Appraisal Narrative:**

This is the newly revised employee personnel file retention and disposition schedule, as discussed at the last State Records Board meeting. There is some additional language included addressing the concerns of some counties' records managers regarding abstracted work histories.

Retention/Disposition Schedule Entries

000-100

Local Government Records General Schedule/All Offices

Employee Personnel Files (Series 0025-100)

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

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: Portions may be restricted under KSA 45-221(a)(4)(6)(3), KSA 22-4701 et seq.

Comments: Full personnel file: retain for length of employee's tenure plus 3 calendar years (5 calendar years for contract employees).

Abstracted work history (appointment data and change of status information, consistent with sound HR practice and legal counsel advice of meeting regulatory needs), a summary log of background checks, employment start date, employment end date, position titles and dates in each position: retain for an additional 12 calendar years, then destroy and/or delete.

Abstracted payroll history (name, title, year, hours, and pay rate): retain for 40 calendar years, then destroy and/or delete.

Schedule Authority: General Schedule

KAR Number 53-2-137

Last Surveyed 01 December 2012

Record Copy: Paper, Electronic, Microfilm

Electronic Recordkeeping Plan Not Required

Remarks: 12/19/2012 mwiget: Reduced retention length; noted records can be either paper, electronic, or microfilm; added (6) restriction.

01/10/2013: per discussion at SRB meeting, revised Comments to include abstracted payroll history information and to clarify other language; added more restrictions.

03/27/2013: added language regarding abstracted work history at request of some of the county records managers.

Kansas State Records Board
6425 SW 6th Avenue
Topeka, Kansas 66615-1099

Johnson County, Kansas, Government hereby gives notice to the Kansas State Records Board that in accordance with K.S.A. 45-501 (c), Johnson County, Kansas Government intends to migrate original records to electronic storage and destroy the original paper copy records.

Housekeeping Changes Since 10 January 2013 03 April 2013

039-008

Department for Aging and Disability Services
State Hospitals and Institutions

Applicants Register (Series 0472-629)

Description: Computer reports listing names and addresses of applicants for employment.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Asbestos Removal Reports (Series 0755-629)

Description: Documents relating to the removal of asbestos from buildings on the state hospital grounds.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Authorized Purchase Order Listings (Series 0395-629)

Description: Handwritten journals of expenditures encumbered and allowed by funding codes.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Cancelled Forms List (Series 0250-629)

Description: List of all the cancelled forms which is kept for reference in the event a discontinued form needs to be used again.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Clothing Inventory Records (Series 0299-629)

Description: Documents used to keep track of the clothing and personal property of residents.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Condition Reports (Series 0515-629)

Description: Completed forms used to survey and report on conditions for specific units of the physical plant.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Daily Infection Report (Series 0757-629)

Description: Reports submitted daily by each unit to the health clinic indicating the types of infections and treatments for patients.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Dental Procedures - Monitors (Series 0432-629)

Description: Documents relating to the monitors used as a check on dental procedures and completed to meet accreditation requirements.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Diet Database System (Series 0300-629)

Description: Inter-related databases regarding dietary requirements of individual clients - duplicates information maintained in Client Records.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Drugs Inventory (Series 0304-629)

Description: Records of periodic inventory of pharmaceuticals on hand.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Feedback Sheets (Series 0539-629)

Description: Daily reports from housekeeping staff on their work activities.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,

30 January 2013

Key and Combination Control Files (Series 0466-629)

Description: Documents listing the combinations to locks and to whom key is assigned.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

Linen Delivery Records (Series 0132-629)

Description: Documents used to record the amount of linen delivered to each unit daily.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

Medical and Service Records -- SRS Hospitals and Facilities (Series 0457-629)

Description: Documents concerning individual patient care including: medical, psychiatric, social, and legal information, as well as correspondence, progress notes, and response to treatment.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

Medicare Remittance Advice (Series 0349-629)

Description: Medicare payment history maintained on patients and used for billing purposes.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

Patient Benefit Fund Records (Series 0258-629)

Description: Documents concerning the financial accounting of the patient benefit fund: ledgers, receipts, bank statements, invoices, check ledgers.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

Patient Registers (Series 0455-629)

Description: Bound registers of patients admitted.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Psychotherapy Notes (Series 0758-629)

Description: Notes recorded in any medium by a mental health professional documenting or analyzing the contents of a conversation during a private counseling session or a group, joint, or family counseling session that is maintained separate from the rest of the patient's medical record.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Refill Sheets Regarding Controlled Drugs (Series 0442-629)

Description: Requests from wards for refills of prescriptions of controlled drugs.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Risk Management Files (Series 0756-629)

Description: Incident reports, peer review documents, minutes, correspondence, etc. relating to reportable incidents under KSA 65-4921(f) and investigated by the Risk Management Division.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Subject Files (Series 0295-629)

Description: Wide variety of documents related to multiple aspects of logistical and administrative activities at the agency.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Subject Files - Activity (Series 0122-629)

Description: Wide variety of documents relating to resident activities including special Olympics materials.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget,
30 January 2013

Tile Floor Records (Series 0681-629)

Description: Documents recording the frequency of floor care to ensure proper maintenance.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

Treatment Program Plans (Series 0407-629)

Description: A variety of documents relating to the Treatment Program Plan and required to meet accreditation standards.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

Welfare Eligibility Records (Series 0426-629)

Description: Documents relating to the eligibility of clients to qualify for welfare payments.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

X-Ray Film and Report (Series 0436-629)

Description: Reports and film for of x-rays performed on patients.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

State Facilities

Correspondence - Medical Records (Series 0156-629)

Description: Correspondence removed from Client Records (q.v.) and established as a separate series.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

Grade Books (Series 0167-629)

Description: Records of student grades for specific courses given.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

Speech and Hearing Outpatient Reports (Series 0221-629)

Description: Monthly summary reports used for billing purposes containing outpatient's name and date and length of treatment.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

Subject Files - Volunteer Services (Series 0108-629)

Description: Wide variety of documents relating to the administration of the volunteer services division.

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

Vending - Records of Daily Sales (Series 0285-629)

Description: Daily records of sales receipts from vending machines - internal form "A."

Record Status: Approved

Change: Agency reorganization; program now functions through KDADS.-- mwiget, 30 January 2013

521-001

Department of Corrections

Central Office

Compact, Probation, and Parole Case Log (Series 0079-521)

Description: Register used to control the process of approving or rejecting parole and probate releases from the Department of Corrections penal institutions.

Record Status: Obsolete

Change: Program staff indicated these records are no longer being created.-- mwiget, 11 March 2013

Inmate File Cards (Series 0056-521)

Description: Abstracted record of individual inmate incarceration and parole information.

Record Status: Obsolete

Change: Program staff indicated these records are no longer being created.-- mwiget, 11 March 2013

Offender Personal Profile Weekly Report (Series 0077-521)

Description: Computerized listing verifying those inmate profile records that have

been sent to the appropriate parole district office.

Record Status: Obsolete

Change: Program staff indicated these records are no longer being created.-- mwiget,
11 March 2013

Parole Supervisor Activity Reports (Series 0082-521)

Description: Weekly updated reports submitted by parole officers regarding their activities for use by parole administrator in evaluation of progress and performance.

Record Status: Obsolete

Change: Program staff indicated these records are no longer being created.-- mwiget,
11 March 2013

Subject Files - Parole (Series 0158-521)

Description: A variety of records relating to the general operation of the parole services unit: correspondence, parole plan investigation material, psychological and treatment evaluations, general parole info, etc.

Record Status: Obsolete

Change: Program staff indicated these records are no longer being created.-- mwiget,
11 March 2013

521-010

Department of Corrections

All Facilities

Parole Planning Reports (Series 0375-521)

Description: General and specific reports on parole services.

Record Status: Obsolete

Change: Program staff indicated these records are no longer being created.-- mwiget,
11 March 2013

629-002

Department of Social and Rehabilitation Services

Disability & Behavioral Health Services

Budget Preparation Files - Annual (Series 0020-629)

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

Record Status: Superseded series

Change: Superseded by 0016-000, Budget Preparation Files - Annual.-- mwiget, 18

February 2013

Budget Requests and Appeals - Annual (Series 0021-629)

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

Record Status: Superseded series

Change: Superseded by 0017-000, Budget Requests and Appeals - Annual.-- mwiget, 18 February 2013

Employee Position Descriptions (Series 0027-629)

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

Record Status: Superseded series

Change: Superseded by 0038-000 on general schedule.-- mwiget, 18 February 2013

Employee Time Report Records (Series 0028-629)

Description: 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.

Record Status: Superseded series

Change: Superseded by 0039-000 on general schedule.-- mwiget, 18 February 2013

Grant Files - Funded (Series 0030-629)

Description: Variety of documents relating to applications for federal, state, and private grants and to the implementation of those received.

Record Status: Superseded series

Change: Superseded by 0049-000 on general schedule.-- mwiget, 18 February 2013

Leave Requests (Series 0036-629)

Description: Internal forms used to request and authorize the taking of leave by employees.

Record Status: Superseded series

Change: Superseded by 0067-000 on general schedule.-- mwiget, 18 February 2013

Payroll Warrant Registers (Series 0039-629)

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

Record Status: Superseded series

Change: Superseded by 0080-000 on general schedule.-- mwiget, 18 February 2013

629-006

Department for Children and Families
Prevention and Protection Services

Foster Care Home Payment Advice Report (Series 0009-629)

Description: Computer printout listing the child's name and amount paid to individual caretakers for foster care and maintained for monitoring purposes.

Record Status: Obsolete

Change: Obsolete series; noted sub-agency change.-- mwiget, 26 March 2013

Foster Care Training Fund Files (Series 0093-629)

Description: Correspondence, payment vouchers, spreadsheets, etc. relating to the monitoring of foster parent training expenditures.

Record Status: Approved

Change: Changed sub-agency from Human Resources to PPS.-- mwiget, 26 March 2013

Working Files - Social Worker (Series 0611-629)

Description: Variety of documents relating to the interests and activities of the social worker.

Record Status: Approved

Change: Changed sub-agency from Human Resources to PPS.-- mwiget, 26 March 2013

629-007

Department of Social and Rehabilitation Services
State Hospitals and Facilities
State Facilities

Correspondence - Policy Related (Series 0557-629)

Description: 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.

Record Status: Superseded series

Change: Superseded by 0027-000, Correspondence - Policy Related.-- mwiget, 30 January 2013

Employee Position Descriptions (Series 0543-629)

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

Record Status: Superseded series

Change: Supersede by 0038-000 on general schedule.-- mwiget, 30 January 2013

Minutes - Health Promotion Council (Series 0224-629)

Description: Proceedings of regular or special meetings of the Health Promotion Council.

Record Status: Superseded series

Change: Superseded by 0075-000 on general schedule.-- mwiget, 30 January 2013

Payroll Records - General (Series 0475-629)

Description: Copies of DA forms 4, 10, 10A, and miscellaneous supporting materials.

Record Status: Obsolete

Change: Obsolete series.-- mwiget, 30 January 2013

Purchase Requisitions (Series 0507-629)

Description: Bound copies of DA forms 100 used in purchasing goods and services.

Record Status: Superseded series

Change: Superseded by 0125-000 on general schedule.-- mwiget, 30 January 2013

Vehicle Operation Records (Series 0286-629)

Description: Documents related to the use of state-owned motor vehicles: MP forms 1a, 2c, 3a, 3b, 10, 20, and internal agency forms.

Record Status: Superseded series

Change: Superseded by 0120-000 on general retention schedule.-- mwiget, 30 January 2013

State Hospitals

Inventory Records - Expendable Property (Series 0321-629)

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

Record Status: Superseded series

Change: Superseded by 0060-000 on general schedule.-- mwiget, 30 January 2013

Mailing Lists (Series 0352-629)

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

Record Status: Superseded series

Change: Superseded by 0072-000 on general schedule.-- mwiget, 30 January 2013

Purchasing Records (Series 0732-629)

Description: Documents related to the purchase of goods and services:

correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.
Record Status: Superseded series
Change: Superseded by 0093-000 on general schedule.-- mwiget, 30 January 2013

Schedules - Office Activities (Series 0651-629)
Description: Internal forms, appointment books, paper and electronic calendars used to schedule employees, office activities, vehicles, meeting rooms, etc.
Record Status: Superseded series
Change: Superseded by 0099-000 on general schedule.-- mwiget, 30 January 2013

Vouchers - Purchase (Series 0674-629)
Description: Copies of documents used to order and pay for goods and services: DA forms 100 thru 109 and DA-120.
Record Status: Superseded series
Change: Superseded by 0125-000 on general schedule.-- mwiget, 30 January 2013

Work Orders and Logs (Series 0694-629)
Description: Internal documents used to request and record requests for the performance of maintenance or other services.
Record Status: Superseded series
Change: Superseded by 0130-000 on general schedule.-- mwiget, 30 January 2013

629-008 Department for Children and Families Integrated Service Delivery

Volunteer Program Training Files (Series 0048-629)
Description: Materials used to conduct training sessions for staff involved in the volunteer program.
Record Status: Approved
Change: Associated with wrong sub-agency, which has since moved to KDADS.-- mwiget, 31 January 2013

Child Care Services

Subject Files (Series 0046-629)
Description: Variety of documents relating to the activities of the Child Care Services unit.
Record Status: Approved
Change: Associated with wrong sub-agency, which has since moved to KDADS.--

mwiget, 31 January 2013

Economic & Employment Support

Constituent Complaint Files (Series 0024-629)

Description: Incoming and outgoing letters and memoranda, case logs, and intake logs relating to complaints submitted by constituents.

Record Status: Approved

Change: Associated with wrong sub-agency, which has since moved to KDADS.--

mwiget, 31 January 2013

Customer Relations and Referral Services Program Files (Series 0025-629)

Description: Correspondence, area office plans, and other documents relating to the establishment and administration of the Customer Relations and Referral Services Program in selected DCF area offices.

Record Status: Approved

Change: Associated with wrong sub-agency, which has since moved to KDADS.--

mwiget, 31 January 2013

Full Time Equivalent Files (Series 0029-629)

Description: Documents reporting the number of full time equivalent employees working for DCF maintained for reference purposes.

Record Status: Approved

Change: Associated with wrong sub-agency, which has since moved to KDADS.--

mwiget, 31 January 2013

More Opportunities for Self-Sufficiency Training (MOST) Program Files (Series 0038-629)

Description: Correspondence, reports, and other documents relating the administration of the MOST program which provides employment and training opportunities to food stamp recipients.

Record Status: Approved

Change: Associated with wrong sub-agency, which has since moved to KDADS.--

mwiget, 31 January 2013

Policy Statements and Procedure Manuals (Series 0040-629)

Description: Official policies and procedure manuals related to any Community Supports & Services program

Record Status: Approved

Change: Associated with wrong sub-agency, which has since moved to KDADS.--

mwiget, 31 January 2013

Purchase of Service Applications (Series 0041-629)

Description: Copies of agreements between SRS and child care providers to record rates and other information.

Record Status: Obsolete

Change: Series is no longer being created by DCF program staff.-- mwiget, 18 February 2013

Reference Files - SRS Programs (Series 0044-629)

Description: Copies of correspondence, brochures, policy and procedure manuals, and other documents relating to SRS programs that are used to answer constituent complaints.

Record Status: Approved

Change: Associated with wrong sub-agency, which has since moved to KDADS.-- mwiget, 31 January 2013

Subject Files (Series 0045-629)

Description: Correspondence, notes, reports, and other documents relating to a variety of Department for Children and Families programs, policies, and procedures.

Record Status: Approved

Change: Associated with wrong sub-agency, which has since moved to KDADS.-- mwiget, 31 January 2013

Youth Job Program Training Files (Series 0049-629)

Description: Materials used to conduct training sessions for staff involved in the youth job program.

Record Status: Approved

Change: Associated with wrong sub-agency, which has since moved to KDADS.-- mwiget, 31 January 2013

652-002

Kansas State Department of Education
Fiscal and Administrative Services
Communications and Recognition Programs

McAuliffe Fellowship Program Files (Series 0225-652)

Description: Documents related to a federal program honoring Christie McAuliffe which provides college or university fellowships for a very limited number of outstanding teachers.

Record Status: Obsolete

Change: Program staff indicated these records are no longer being created.-- mwiget,
12 March 2013

Teacher In Space Files (Series 0244-652)

Description: Documents related to a state and national program for the recognition
of outstanding teachers.

Record Status: Obsolete

Change: Program staff indicated these records are no longer being created.-- mwiget,
12 March 2013

Agency Specific		General Schedule		Comments			
SERIES ID	0009-082	SERIES ID	0039-000				
TITLE	Employee Time Report Records	TITLE	Employee Time Report Records				
DESCRIPTION	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.	DESCRIPTION	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.	Supersede with 1998 General schedule?			
RETENTION	005 fisc yrs	RETENTION	005 fisc yrs				
COMMENTS	Internal agency forms. See also Leave Requests.	COMMENTS	See also Leave Requests.				
DISPOSITION	Destroy	DISPOSITION	Destroy				
RESTRICTIONS	KSA 45-221(a)(4)	RESTRICTIONS	K.S.A. 45-221(a)(4)				
APPROVED	1988-01-21	APPROVED	1998-07-14				
K.A.R. NUMBER	53-2-073	K.A.R. NUMBER	53-2-116				
SERIES ID	0008-082	SERIES ID	0036-000				
TITLE	Personnel Files	TITLE	Employee Personnel Files	Title change			
DESCRIPTION	Documents associated with the employment of specific personnel: employee evaluation forms, applications for employment, <u>INS Residence Status forms, and other personnel materials.</u>	DESCRIPTION	Documents associated with the employment of specific personnel: employee evaluation forms, applications of employment, <u>background checks, and other personnel materials.</u>				
RETENTION	See Comments	RETENTION	See Comments				
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.	COMMENTS	Retain in office for length of employee's tenure plus 3 calendar years (<u>5 calendar years for contract employees</u>). Purge documents to create abstracted work history (appointment data and change of status information), <u>a summary log of background checks and pertinent data</u> , and transfer to the records center for 62 calendar years, then destroy.	Supersede with 2009 General schedule?			
DISPOSITION	Destroy	DISPOSITION	Destroy				
RESTRICTIONS	KSA 45-221(a)(4)	RESTRICTIONS	Portions may be restricted under KSA 45-221(a)(4)(6).				
APPROVED	1988-01-21	APPROVED	2009-04-09				
K.A.R. NUMBER	53-2-073	K.A.R. NUMBER	53-2-159				
SERIES ID	0028-082	SERIES ID	0086-000				
TITLE	Press Releases	TITLE	Press Releases				
DESCRIPTION	Public information issued to the news media.	DESCRIPTION	Public information issued to the news media.				
RETENTION	See Comments	RETENTION	See Comments				
COMMENTS	Retain until end of office tenure, then transfer to archives.	COMMENTS	Retain until no longer useful, then transfer to the archives <u>for purging.</u>	Supersede with 2000 General schedule?			
DISPOSITION	Archives	DISPOSITION	Archives				
RESTRICTIONS	None	RESTRICTIONS	None				
APPROVED	1988-01-21	APPROVED	2000-08-17				
K.A.R. NUMBER	53-2-073	K.A.R. NUMBER	53-2-124				
SERIES ID	0032-082	SERIES ID	0103-000				
TITLE	Speeches, Testimony, and Articles	TITLE	Speeches and Writings	Title change?			

DESCRIPTION	Notes, drafts, and final versions of <u>speeches, testimony, and articles given and/or published by the Attorney General.</u>	DESCRIPTION	Notes, drafts, and final versions of <u>agency related speeches, articles, talks, and other formal public communications published or given at meetings and conferences.</u>	Supersede with 2000 General schedule?			
RETENTION	See Comments	RETENTION	See Comments				
COMMENTS	Retain until no longer useful, then transfer to the archives.	COMMENTS	Retain until no longer useful, then transfer to the archives <u>for purging.</u>				
DISPOSITION	Archives	DISPOSITION	Archives				
RESTRICTIONS	None	RESTRICTIONS	None				
APPROVED	1988-01-21	APPROVED	2000-04-13				
K.A.R. NUMBER	53-2-073	K.A.R. NUMBER	53-2-123				
SERIES ID	0038-082	SERIES ID	0124-000				
TITLE	Vouchers - Journal	TITLE	Vouchers - Journal				
DESCRIPTION	DA forms 35 series <u>used to adjust financial account balances, and supporting documentation.</u>	DESCRIPTION	DA forms 35 series <u>and other agency forms used to adjust financial account balances.</u>	Supersede with 2002 General schedule?			
RETENTION	003 fisc yrs	RETENTION	003 fisc yrs				
DISPOSITION	Destroy	COMMENTS	Schedule does not apply to Division of Accounts and Reports.	Comments added			
RESTRICTIONS	None	DISPOSITION	Destroy				
APPROVED	1988-01-21	RESTRICTIONS	None				
K.A.R. NUMBER	53-2-073	APPROVED	2002-07-18				
		K.A.R. NUMBER	53-2-131				
SERIES ID	0072-082	SERIES ID	0005-000				
TITLE	Annual and Special Reports	TITLE	Annual and Special Reports				
DESCRIPTION	General and specific reports on agency activities. <u>Includes reports from Task Forces.</u>	DESCRIPTION	General and specific reports on agency activities.	Remain with 2000 Agency specific schedule?			
RETENTION	See Comments	RETENTION	See Comments				
COMMENTS	Retain until no longer useful, then transfer to the archives.	COMMENTS	Retain until no longer useful, then transfer to the archives.				
DISPOSITION	Archives	DISPOSITION	Archives				
RESTRICTIONS	None	RESTRICTIONS	None				
APPROVED	2000-01-13	APPROVED	1988-07-14				
K.A.R. NUMBER	53-2-122	K.A.R. NUMBER	53-2-075				
SERIES ID	0091-082	SERIES ID	0131-000				
TITLE	<u>Proclamations.</u>	TITLE	<u>Governor's Proclamations.</u>	Title change?			
DESCRIPTION	<u>Proclamations by the Governor concerning activities and events relating to agency functions, and maintained for convenience of reference.</u>	DESCRIPTION	<u>Copies of proclamations issued by the Governor's Office related to various agency activities and functions.</u>	Supersede with 2006 General schedule?			
RETENTION	See Comments	RETENTION	005 cldr yrs				
COMMENTS	<u>Retain until no longer useful, then destroy. Original Proclamations will be in Governor's Papers.</u>	COMMENTS	<u>Governor's Office maintains the original copy.</u>				
DISPOSITION	Destroy	DISPOSITION	Destroy				
RESTRICTIONS	None	RESTRICTIONS	None				
APPROVED	2000-01-13	APPROVED	2006-04-13				

K.A.R. NUMBER	53-2-122	K.A.R. NUMBER	53-2-147				
SERIES ID	0162-082	SERIES ID	0124-000				
TITLE	Vouchers - Journal	TITLE	Vouchers - Journal				
DESCRIPTION	DA forms 35 series <u>used to adjust financial account balances.</u>	DESCRIPTION	DA forms 35 series <u>and other agency forms</u> used to adjust financial account balances.	Supersede with 2002 General schedule?			
RETENTION	003 fisc yrs	RETENTION	003 fisc yrs				
DISPOSITION	Destroy	COMMENTS	<u>Schedule does not apply to Division of Accounts and Reports.</u>	Comments added			
RESTRICTIONS	None	DISPOSITION	Destroy				
APPROVED	1989-04-27	RESTRICTIONS	None				
K.A.R. NUMBER	53-2-079	APPROVED	2002-07-18				
		K.A.R. NUMBER	53-2-131				
SERIES ID	0165-082	SERIES ID	0125-000				
TITLE	<u>Vouchers - Purchase.</u>	TITLE	<u>Vouchers - Accounts Payable.</u>	Title change?			
DESCRIPTION	Copies of documents used to order and pay for goods and services: DA forms 100 thru 109 and DA-120.	DESCRIPTION	Copies of documents used to order and pay for goods and services: DA forms 100 thru 109, and DA-120. <u>May include travel and all supporting documentation for expenditures.</u>	Are these forms still used?			
RETENTION	003 fisc yrs	RETENTION	003 fisc yrs				
COMMENTS	Schedule does not apply to the Division of Accounts and Reports.	COMMENTS	Schedule does not apply to Division of Accounts and Reports.	Supersede with 2009 General schedule?			
DISPOSITION	Destroy	DISPOSITION	Destroy				
RESTRICTIONS	None	RESTRICTIONS	<u>Portions may be restricted</u>				
APPROVED	1989-04-27	APPROVED	2009-01-08				
K.A.R. NUMBER	53-2-079	K.A.R. NUMBER	53-2-158				
SERIES ID	0163-082	SERIES ID	0126-000				
TITLE	Vouchers - Receipts	TITLE	Vouchers - Receipts				
DESCRIPTION	<u>Copies of documents used to transfer funds received by agencies from individuals, organizations, and other agencies into their particular accounts, and supporting documentation: forms DA-3 series.</u>	DESCRIPTION	Copies of documents used to transfer funds received by agencies from individuals and organizations <u>into their particular accounts: forms DA-3 series.</u>	Are these forms still being used? Supersede with 1988 General schedule?			
RETENTION	003 fisc yrs	RETENTION	003 fisc yrs				
DISPOSITION	Destroy	COMMENTS	<u>Schedule does not apply to Division of Accounts and Reports.</u>	Comments added			
RESTRICTIONS	None	DISPOSITION	Destroy				
APPROVED	1989-04-27	RESTRICTIONS	None				
K.A.R. NUMBER	53-2-079	APPROVED	1988-07-14				
		K.A.R. NUMBER	53-2-075				
SERIES ID	0164-082	SERIES ID	0127-000				
TITLE	Vouchers - Travel	TITLE	Vouchers - Travel				

DESCRIPTION	Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123.	DESCRIPTION	Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123.	Are these forms still being used?			
RETENTION	003 fisc yrs	RETENTION	003 fisc yrs				
COMMENTS	Schedule does not apply to the Division of Accounts and Reports.	COMMENTS	Schedule does not apply to Division of Accounts and Reports. Includes all variations of forms, eg. DA-121E and 121R, etc.	Supersede with 1988 General schedule?			
DISPOSITION	Destroy	DISPOSITION	Destroy				
RESTRICTIONS	None	RESTRICTIONS	Portions may be restricted				
APPROVED	1989-04-27	APPROVED	1988-07-14				
K.A.R. NUMBER	53-2-079	K.A.R. NUMBER	53-2-075				
SERIES ID	0047-082	SERIES ID	0015-000				
TITLE	Board Meeting Files	TITLE	Board Packets	Title ???			
DESCRIPTION	Agendas, minutes, articles, statistics, notes, reports, etc. relating to meetings conducted by the board.	DESCRIPTION	Agenda, minutes, background information, etc. relating to meetings of a board or commission.	Remain with 2008 Agency specific schedule?			
RETENTION	See Comments	RETENTION	See Comments				
COMMENTS	Retain until no longer useful, then transfer to archives for purging.	COMMENTS	Retain until no longer useful, then transfer 1 packet to the archives and destroy the remainder.				
DISPOSITION	Archives	DISPOSITION	See Comments				
RESTRICTIONS	KSA 22a-243	RESTRICTIONS	Portions may be restricted				
APPROVED	2008-11-05	APPROVED	2001-10-18				
K.A.R. NUMBER	53-2-157	K.A.R. NUMBER	53-2-128				
SERIES ID	0148-082	SERIES ID	0113-000				
TITLE	Technical Reference Files	TITLE	Technical Reference Files				
DESCRIPTION	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	DESCRIPTION	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.	Remain with 1999 Agency specific schedule?			
RETENTION	See Comments	RETENTION	See Comments				
COMMENTS	Retain until no longer useful, then destroy. A.K.A. Information Files.	COMMENTS	Retain until no longer useful, then destroy.				
DISPOSITION	Destroy	DISPOSITION	Destroy				
RESTRICTIONS	None	RESTRICTIONS	None				
APPROVED	1999-01-13	APPROVED	1996-01-18				
K.A.R. NUMBER	53-2-118	K.A.R. NUMBER	53-2-107				
SERIES ID	0195-082	SERIES ID	0098-000				
TITLE	Request for Access to Records	TITLE	Request for Access to Records				
DESCRIPTION	Records related to KORA requests for access to records in the possession of the Attorney general, and agency response prepared pursuant to KSA 45-218.	DESCRIPTION	Documents related to requests for access to state agency records and agency responses prepared pursuant to KSA 45-218.	Remain with Agency specific schedule?			
RETENTION	5 years	RETENTION	005 cldr yrs	Agency specific-cldr/fisc. Yrs.?			
DISPOSITION	Destroy	DISPOSITION	Destroy				
RESTRICTIONS	KSA 45-221(a)(14)(20)	RESTRICTIONS	None				
APPROVED	2008-11-05	APPROVED	2000-04-13				

K.A.R. NUMBER	53-2-157	K.A.R. NUMBER	53-2-123				
SERIES ID	0043-082	SERIES ID	0027-000				
TITLE	Correspondence - Policy Related	TITLE	Correspondence - Policy Related				
DESCRIPTION	Incoming and outgoing letters, email, 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.	DESCRIPTION	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.	Remain with 2008 Agency specific schedule?			
RETENTION	5 years	RETENTION	005 cldr yrs	Agency specific- cldr/fisc.yrs. ??			
COMMENTS	Retain in office 5 calendar years, then transfer to the archives for purging.	COMMENTS	Retain in office 5 calendar years, then transfer to the archives for purging.				
DISPOSITION	Archives	DISPOSITION	Archives				
RESTRICTIONS	KSA 45-221(a)(1)(14)(20)(25)(30)	RESTRICTIONS	None				
APPROVED	2008-11-05	APPROVED	1996-01-18				
K.A.R. NUMBER	53-2-157	K.A.R. NUMBER	53-2-107				
SERIES ID	0044-082	SERIES ID	0028-000				
TITLE	Correspondence - Routine	TITLE	Correspondence - Routine				
DESCRIPTION	Incoming and outgoing letters, email, and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures: requests for information, <u>correspondence with the public and public officials unrelated to a specific case or matter, etc. (Correspondence related to specific cases, or of legal significance, should be filed according to applicable guidelines.)</u>	DESCRIPTION	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.	Remain with 2008 Agency specific schedule?			
RETENTION	See Comments	RETENTION	See Comments				
COMMENTS	Retain until no longer useful, then destroy.	COMMENTS	Retain until no longer useful, then destroy.				
DISPOSITION	Destroy	DISPOSITION	Destroy				
RESTRICTIONS	K.S.A. 45-221(a)(1)(14)(20)(25)(30)	RESTRICTIONS	None				
APPROVED	2008-11-05	APPROVED	1996-01-18				
K.A.R. NUMBER	53-2-157	K.A.R. NUMBER	53-2-107				
SERIES ID	0203-082	SERIES ID	0058-000				
TITLE	Internal Memos - Policy Related	TITLE	Internal Memos - Policy Related				
DESCRIPTION	Internal memos, e-mail, and other correspondence between agency staff that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.	DESCRIPTION	Internal memos, e-mail, and other correspondence that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.	Remain with 2008 Agency specific schedule?			
RETENTION	See Comments	RETENTION	005 cldr yrs				
COMMENTS	Retain in office 5 calendar years, then transfer to the archives for purging. Print out all electronic versions as issued and transfer to the archives for purging.	COMMENTS	Retain in office 5 calendar years, then transfer to the archives for purging. Print out all electronic versions as issued and transfer to the archives for purging.				
DISPOSITION	Archives	DISPOSITION	Archives				
RESTRICTIONS	KSA 45-221(a)(1)(20)	RESTRICTIONS	None				
APPROVED	2008-11-05	APPROVED	2000-08-17				

K.A.R. NUMBER	53-2-157	K.A.R. NUMBER	53-2-124			
SERIES ID	0133-082	SERIES ID	0059-000			
TITLE	Internal Memos - Routine	TITLE	Internal Memos - Routine			
DESCRIPTION	Internal memos, e-mail, or other correspondence between agency staff which pertain to routine matters.	DESCRIPTION	Internal memos, e-mail, or other correspondence which pertain to routine matters.	Remain with 2008 Agency specific schedule?		
RETENTION	See Comments	RETENTION	See Comments			
COMMENTS	Retain until no longer useful, then destroy.	COMMENTS	Retain until no longer useful, then destroy.			
DISPOSITION	Destroy	DISPOSITION	Destroy			
RESTRICTIONS	KSA 45-221(a)(1)(20)(25)(30)	RESTRICTIONS	None			
APPROVED	2008-11-05	APPROVED	2000-04-13			
K.A.R. NUMBER	53-2-157	K.A.R. NUMBER	53-2-123			
SERIES ID	0204-082	SERIES ID	0099-000			
TITLE	Schedules - Office Activities	TITLE	Schedules - Office Activities			
DESCRIPTION	Internal forms, appointment books, <u>contact lists, task/to do lists,</u> and calendars used to schedule employees, activities, vehicles, meeting rooms, etc.	DESCRIPTION	Internal forms, appointment books, paper and electronic calendars used to schedule employees, office activities, vehicles, meeting rooms, etc.	Remain with 2008 Agency specific schedule?		
RETENTION	See Comments	RETENTION	See Comments			
COMMENTS	Retain until no longer useful, then destroy.	COMMENTS	Retain until no longer useful, then destroy <u>or delete.</u>			
DISPOSITION	Destroy	DISPOSITION	Destroy			
RESTRICTIONS		RESTRICTIONS	None			
APPROVED	2008-11-05	APPROVED	2000-04-13			
K.A.R. NUMBER	53-2-157	K.A.R. NUMBER	53-2-123			