

AGENDA
STATE RECORDS BOARD

10/24/2013

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. Kansas Department of Revenue – Alcoholic Beverage Control: revised series and Electronic Recordkeeping Plan
4. Kansas Human Rights Commission: revised series
5. Kansas State Board of Healing Arts
 - a. New entry
 - b. Revised entries
 - c. Superseded to another agency schedule entry
6. Kansas Department of Agriculture – Conservation Division
 - a. New entry
 - b. Revised entries
 - c. Electronic Recordkeeping Plan
 - d. Conservation districts
7. Kansas Board of Pharmacy
 - a. New entry
 - b. Revised entries
8. Kansas Office of the Attorney General: revised series
9. Kansas Housing Inspectors Registration Board: new series
10. Local records – County Public Works: new series
11. Local records – General schedule: new series
12. Housekeeping changes:
 - a. *Housekeeping edits:*
 - Office of the Attorney General
 - State Fire Marshal
 - Kansas Department of Health and Environment
 - Kansas Parole Board
 - State Conservation Commission
 - b. *Obsolete series:*
 - Board of Accountancy
 - Department of Agriculture
 - Kansas Commission on Human Rights
 - Board of Pharmacy
 - State Conservation Commission
 - c. *Superseded to general schedule:*
 - Kansas Department of Agriculture

- Animal Health Department
- Kansas Commission on Human Rights
- Office of the State Bank Commissioner
- State Board of Healing Arts
- Kansas Dental Board
- Board of Mortuary Arts
- Board of Emergency Medical Services
- Governmental Ethics Commission
- Kansas Department of Transportation
- Department of Labor
- Kansas Lottery
- Board of Optometry Examiners
- Board of Pharmacy
- Department of Revenue
- Kansas School for the Blind
- Kansas School for the Deaf
- Kansas Conservation Commission
- Kansas State Department of Education
- Board of Technical Professions
- Kansas Commission on Veterans Affairs
- Kansas Board of Veterinary Examiners

13. Other business:

- a. Social media survey of state agencies
- b. Upcoming records officers' meetings
- c. Future meetings:
 - 9 January 2014
 - 10 April 2014
 - 10 July 2014
 - 9 October 2014

State Records Board
18 July 2013
Center for Historical Research, Kansas Historical Society

Present: Lisa Mendoza, chair, Office of the Attorney General
Matt Veatch, State Archivist, Kansas Historical Society
Patricia Michaelis, designee of the Kansas Historical Society Executive Director

Not present: Frank Burnam, designee of the Secretary of Administration
Bill Sowers, designee of the State Librarian

Also present: Craig Haugsaess, Board of Regents
Lori Ploude, Department of Administration
Teresa Anderson, Johnson County Records & Tax Administration
Darrell Garwood, Kansas Historical Society
Lu Ann Harris, Kansas Historical Society
Marcella Wiget, Kansas Historical Society

Meeting brought to order by Lisa Mendoza at 8:32 a.m.

1. *Introductions and announcements:* The group discussed the latest update about KEEP.
2. *Minutes from previous meeting:* Ms. Michaelis moved approval, Mr. Veatch seconded; unanimous approval of minutes as presented.
3. *Kansas Board of Regents – revised series:* Craig Haugsaess explained that the general educational development (GED) process in Kansas and the nation has recently solidified, necessitating changes to the records series 0106-561. Starting in January 2014, the paper-and-pencil test will no longer be available; instead all test-takers will take the computer test. Those centers only offering the paper-and-pencil test and unwilling/unable to convert to the electronic version will be closing, their paper records coming to the Kansas Board of Regents (KBOR). KBOR staff have started a validation process to ensure all records received will be consistent and correct, checking that the computer and paper records agree or that unduplicated paper information is entered into their database. Once the validation project is complete, KBOR requests that the paper copies be destroyed and the data remain as the official copy.
Motion: Mr. Veatch moved, Ms. Michaelis seconded; unanimous approval of revised retention schedule entry as submitted.
4. *Kansas Department of Administration:* The department had no series scheduled for waiting lists for parking lots owned and used by State of Kansas employees in downtown Topeka. The board questioned what was superseded or updated on the lists and whether the entire waiting list was updated or just certain names changed. The entire list is superseded.
Motion: Ms. Michaelis moved, Mr. Veatch seconded; unanimous approval of new retention schedule entry as submitted.
5. *Office of the Attorney General:* Ms. Mendoza in her capacity as records officer has been cleaning up her agency's schedule as she can, so there are a variety of schedule entries presented. She discussed the new series coming before the board, explaining that creditors will

send the Attorney General's office information about class actions and bankruptcies if they think Kansas entities are involved. This leads to a set of possible actions, most of which lead to destruction of the information, unless the Attorney General's office becomes actively involved. At that point the records become part of a case file, a separately scheduled record series.

Ms. Mendoza also described the revised series presented to the board, explaining that several retention and disposition schedule entries provide information about the destruction of paper records only after they have been scanned, with the scanned documents to be retained permanently. This information was based on a workflow that has not come to pass in most divisions, so Ms. Mendoza is revising pertinent schedule entries to allow for differing record copy formats and to ensure that all formats are appropriately scheduled. This will be an ongoing effort. Scanning continues in some divisions, such as Consumer Protection and Criminal, but not in LOGIC or other divisions.

The Attorney General's office may serve as general counsel but not prosecuting counsel when working with other state agencies, boards, and commissions, Ms. Mendoza explained in conjunction with series 0050-082. Ms. Michaelis wanted to know whether a general schedule entry existed for these types of records for all state agencies. Such records generally fall under a variety of schedule entries, such as policy-related or routine correspondence, or open records requests. Ms. Mendoza also noted that interlocal cooperation agreements are maintained by the Secretary of State's office and the Attorney General's office does not need to hold onto these documents for a long time.

Over time, recordkeeping practices have changed at the Attorney General's office, and now working and final opinion files are kept together. Ms. Mendoza explained the differences between formal and informal opinions. The board discussed the thoroughness of the schedule entry for the Opinion files and how useful it would be to understand better government process.

Motion: Ms. Michaelis moved, Mr. Veatch seconded; unanimous approval of all new, revised, and superseded retention schedule entries as submitted.

6. *Kansas Historical Society – revised series:* Due to space constraints, the Heritage Trust Fund grant files will be placed in the State Archives rather than remaining interfiled with the National & State Register of Historic Places records. Program staff indicated these grant files are not pulled as frequently so it will not become a burden for archives reference staff. Discussion revolved around the electronic copy, which remains a convenience copy.

Motion: Ms. Mendoza moved, Mr. Veatch seconded; unanimous approval of schedule entry as presented.

7. *Local records: Noxious Weeds – revised series:* These records were recently newly scheduled at the state level and determined to have archival value when compiled by the state weed specialist. Therefore the local schedule entry was revised to allow the county noxious weeds directors to destroy their copies of the records, rather than retaining them permanently.

Motion: Ms. Michaelis moved approval, Mr. Veatch seconded, unanimous approval of revised schedule entry as submitted.

8. *Housekeeping changes:* Ms. Wiget explained that the Kansas Historical Society's database administrator was able to revise the housekeeping report to categorize changes by housekeeping edits, superseding to general schedule entries, and obsolete schedule entries, in order to improve the report's accessibility. The report will continue to be voluminous as records management staff work with agencies to clean up their retention and disposition schedules.

The board accepted the report and appreciated records management staff's effort.

9. *Other business:*

Social media: At its last meeting, the board had requested a report on social media for state government. Mr. Garwood presented on the topic. Social media has become a major force in communication largely since 2000, when content became mobile, and particularly since 2008 when interaction became more prevalent and possible, such as through Twitter and Facebook.

The board agreed that under the Public Records Act, K.S.A. 75-3501 *et seq.*, social media sites are government records. Many other states also note in statute and policy that social media sites are public record and may be retained for the long-term or permanently.

The board also agreed that social media sites should be appraised and scheduled in Kansas. Discussion followed regarding how to appraise these records. Suggestions included surveying records officers before the records officers' meeting in November and asking records officers to attend and discuss their ideas on how to handle these types of records. Discussion also revolved around appraising at a macro-level for the entire state and generating a general schedule entry or appraising at a micro-level and looking at each agency's use of social media and scheduling specifically for individual state agencies. Mr. Veatch urged the board to consider the differences in communication available through social media between the state and its citizens, and that this communication is worth keeping for its enduring value.

The board discussed how to preserve social media sites. ArchiveSocial is the leading entity working with government agencies to preserve this type of media; ArchiveIt from the Internet Archive is also used. Concerns revolve around how to collect the sites, to what extent information can be followed from the preserved data (such as preserving live links), and how to preserve the functionality of sites. Data can be exported from many social media sites now but it is stripped of its look, feel, and context. If the board determines that such data should be preserved for the good of the state, then it will also need to determine policy for procedures and practices to follow when preserving such data.

The board looked at North Carolina's ArchiveSocial site. This company allows various social media sites to be presented together in a single entity.

Ms. Mendoza suggested first creating guidance for agencies to follow and later, after gathering records officers' input, discussing more formal retention requirements. The board discussed potential questions to go on the survey.

Motion: Mr. Veatch moved that records management staff will formulate a records officer's survey on social media and implement it. Motion unanimously approved. Staff will put out the survey in September to provide preliminary results at the October State Records Board meeting and to discuss with the records officers at the November meeting.

Short-term records and their record copy format: Discussion arose regarding whether differing record copy formats need to be noted formally in a retention schedule entry for short-term records to be destroyed. This was specifically related to series schedule entries that only dealt with electronic records, not with legacy paper records. Suggestions included creating a static field in the database, seen publicly, for every entry noting that retention requirements apply whether it's paper or electronic, but there were concerns with taking this step. Instead in the specific instance under discussion, records management staff will make an internal remark that will appear on the housekeeping report.

Local records management official joining the Electronic Records Committee (ERC): Records management staff wanted to ensure that a local county official joining the ERC would not be a problem. Ms. Mendoza thought that having a local voice would be beneficial for the

ERC and agreed that Teresa Anderson from Johnson County should join the committee, which is informally invited by Matt Veatch to convene.

Meeting adjourned at 10:30 a.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 24, 2013**

1. **Agency:** Kansas Department of Revenue – Alcoholic Beverage Control
2. **Records Officer:** Richard Cram, Shawnel Neal **Phone:** 296-8042
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 05/15/2013
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 ABC deputy director, review of existing schedule entry.
9. **Appraisal Narrative:**

In the spring of 2013, the Kansas Department of Revenue sent the State Archivist a high-level project plan to review through the Enterprise Project Management Office (EPMO). Through reviewing project plan materials, State Archives staff discovered some records not included in the existing retention and disposition schedule and that the series required an Electronic Recordkeeping Plan. Staff also determined these records, once deemed archival, are not really of historical value, though they may have long-term business value.

Retention/Disposition Schedule Entries

565-001

Department of Revenue

Division of Alcoholic Beverage Control

Licensing Files (Series 0003-565)

Documents relating to licenses issued to retail liquor and drinking establishments to ensure compliance with state and federal regulations. Records can contain information about administrative hearing actions and litigation related to investigations of licensees.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See comments

Disposition: Destroy

Restrictions: KSA 75-5133

Comments: Retain licensing records 3 years after entity is no longer licensed, then destroy and/or delete. Retain information about administrative hearing actions for 5 years after case is closed, then destroy and/or delete. Retain information about litigation activities for 10 years after case is closed, then destroy and/or delete.

Schedule Authority: Agency Schedule

KAR Number 53-2-106

Last Surveyed 07 May 2013

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 05/15/2013 mwiget: revised entry to include information about administrative hearings and litigation activities; revised retention comments also to include this information; and revised disposition from Archives to Destroy.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 24, 2013**

1. **Agency:** Kansas Human Rights Commission
2. **Records Officer:** Ruth Glover **Phone:** 296-3206
3. **Appraising Archivist:** Marcella Wiget, Lu Harris
4. **Date of Appraisal:** September 26, 2013
5. **a) Total records – No. of Series:** 2
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 2
d) Obsolete schedules – No. of Series: 1 (see Housekeeping report)
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: 20 (see Housekeeping report)
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 records officer.
9. **Appraisal Narrative:**

Human Rights Commission's records officer contacted State Archives staff about correcting an error that had occurred in their agency schedule, making obsolete a series that should not have been. The agency also needed information about that and a related series updated.

Retention/Disposition Schedule Entries

058-001

Kansas Commission on Human Rights

Intake Files (Series 0019-058)

Records relating to the initial contact with complainant without resulting in a formal complaint filed or investigation.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 fiscal years

Disposition: Destroy

Restrictions: Portions may be restricted per K.S.A. 45-221(a)(1)(14)(30)

Comments: Also known as "Dead Files."

Schedule Authority: Agency Schedule

KAR Number 53-2-132

Last Surveyed 26 September 2013

Record Copy: Paper

Remarks: 09/26/2013: revised retention period from 30 years to 3 fiscal years, specified restrictions.

Investigative Files (Series 0001-058)

Records related to investigations of complaints filed regarding alleged violations of the Kansas Act Against Discrimination and the Kansas Age Discrimination in Employment Act.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Retain for 005 fiscal years after case is closed, then destroy.

Disposition: Destroy

Restrictions: KSA 44-1005

Comments: Series includes racial profiling complaints from prior to 2012, at which time the Office of the Attorney General began responding to these complaints.

Schedule Authority: Agency Schedule

KAR Number 53-2-132

Last Surveyed 26 September 2013

Record Copy: Paper

Remarks: 09/26/2013: reinstated series (had been superseded); revised description, comments, and retention period.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 24, 2013**

1. **Agency:** Kansas State Board of Healing Arts
2. **Records Officer:** Michele Mainey **Phone:** 296-5945
3. **Appraising Archivist:** Marcella Wiget, Lu Harris
4. **Date of Appraisal:** 7 October 2013
5. **a) Total records – No. of Series:** 7
b) New series – No. of Series: 1
c) Revised existing series – No. of Series: 5
d) Obsolete schedules – No. of Series: 0
e) Series superseded by other schedules – No. of Series: 1
f) Series superseded by general schedules – No. of Series: 3 (see Housekeeping report)
6. **Archival/Permanent records – No. of Series:** 3
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 2
8. **Appraisal Based Upon:**

Discussions with records officer, legal counsel, and program staff.
9. **Appraisal Narrative:**

Healing Arts' records officer contacted State Archives staff about transferring some unscheduled records, which triggered a meeting to discuss more generally updating Healing Arts' retention schedule. More work will need to be done due to Healing Arts' move to electronic recordkeeping.

Retention/Disposition Schedule Entries

New entry

105-001

State Board of Healing Arts

Practice Protocols and Drug Prescription Protocols (Series Unknown)

Written authorization of delegated professional responsibilities and practice activities to Physician Assistants, Athletic Trainers, and various other regulated professionals. Includes written authorization of prescribing authority to physician assistants and all notices of protocol termination.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 030 cldr years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency schedule

Last Surveyed 25 September 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: Oct. 2013: new entry

Retention/Disposition Schedule Entries

105-001

State Board of Healing Arts

Examination Masters (Series 0009-105)

Master copies of examinations given to applicants for licensure or certification in all professions regulated by the Kansas Board of Healing Arts.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

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

Schedule Authority: Agency Schedule

KAR Number 53-2-102

Last Surveyed 05 August 1994

Record Copy: Unknown

Remarks: 10/07/2013: clarified description.

Licensing Files (Series 0017-105)

Records related to the examination and licensing of individual practitioners of all professions regulated by the Kansas Board of Healing Arts: correspondence, copies of transcripts/diplomas, applications, and other materials. A.K.A. "Licensing Packets." Contains subseries for medical doctors, osteopaths, chiropractors, physical therapists, physical therapist assistants, medical residents, occupational therapists, occupational therapy assistants, respiratory therapists, radiologic technologists, naturopaths, podiatrists, physician assistants, and athletic trainers.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See comments

Disposition: Archives

Restrictions: KSA 45-221(a)(1)(6)(9), 5 USC Sec. 522a

Comments: Upon receiving notice of the death of a practitioner whose licensing file is still at the agency, the licensing file is sent to Archives; otherwise retain licensing file for 030 cldr years, then transfer. Upon receiving notice of the death of a practitioner whose licensing file is already at Archives, the notice of death is sent to Archives separately.

Schedule Authority: Agency Schedule

KAR Number 53-2-077

Last Surveyed 25 September 2013

Record Copy: Unknown

Remarks: 10/07/2013: included additional medical profession types; added information regarding how records are transferred to the State Archives.

Licensing Programs Administrative Records (Series 0006-105)

General records related to the administration of all regulated professions' licensing programs: examinations, correspondence, lists of practitioners, information on schools, publications, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful, then transfer to archives for purging. Includes subseries for individual professions.

Schedule Authority: Agency Schedule

KAR Number 53-2-077

Last Surveyed 11 August 1988

Record Copy: Unknown

Remarks: 10/07/2013: clarified description to include all regulated professions; revised title.

Physician Profiles (Series 0022-105)

Records used to track occurrences of alleged or proven misconduct by individual medical practitioners - includes completed forms, malpractice petitions, copies of legal documents, correspondence, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

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

Comments: Retain until no longer useful, then destroy. These records are used in the evaluation of whether or not to begin an investigation of a healing arts practitioner.

Schedule Authority: Agency Schedule

KAR Number 53-2-077

Last Surveyed 25 September 2013

Record Copy: Unknown

Remarks: 10/07/2013: Revised description to include malpractice petitions.

Renewal Records (Series 0024-105)

Completed applications and other documents related to the periodic renewal of individual licenses to practice the various healing arts. Includes renewal audit checks.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Includes subseries for each of the regulated professions.

Schedule Authority: Agency Schedule

KAR Number 53-2-077

Last Surveyed 25 September 2013

Record Copy: Unknown

Remarks: 10/07/2013: revised description, added comment.

Retention/Disposition Schedule Entries

Superseded by another
agency-specific schedule
entry

105-001

State Board of Healing Arts

Malpractice Petitions (Series 0020-105)

Copies of legal documents filed in courts alleging malpractice by healing arts practitioners.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until case is closed plus 5 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-077

Last Surveyed 25 September 2013

Record Copy: Unknown

Remarks: 10/07/2013: Superseded by 0022-105, Physician Profiles.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 24, 2013**

1. **Agency:** Kansas Department of Agriculture – Division of Conservation
2. **Records Officer:** Steve Stankiewicz **Phone:** 296-5197
3. **Appraising Archivist:** Marcella Wiget, Lu Harris
4. **Date of Appraisal:** October 2013
5. **a) Total records – No. of Series:** 5
b) New series – No. of Series: 1
c) Revised existing series – No. of Series: 4
d) Obsolete schedules – No. of Series: 5 (see Housekeeping report)
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: 37 (see Housekeeping report)
6. **Archival/Permanent records – No. of Series:** 3
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 3
8. **Appraisal Based Upon:**

Discussions with program staff and legal counsel, review of records.
9. **Appraisal Narrative:**

Division of Conservation, formerly the State Conservation Commission (most schedule entries for the division are still under its old agency code in the records management database), is leading the Department of Agriculture's efforts to revise and update its retention and disposition schedule as the agency prepares to move most of its programs to Manhattan. The agency is pushing to keep as many records in electronic format as possible, and Conservation has already transferred to the State Archives several records series still in paper form.

Retention/Disposition Schedule Entries

046-013

**Department of Agriculture
Division of Conservation**

Commissioners' records (Series Unknown)

Election information and related records for members of the State Conservation Commission. May include notices of election sent to district supervisors, results and certificates of election, and information provided by individual commissioners, such as their emergency contacts and direct deposit information.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

Restrictions: Portions may be restricted pursuant to K.S.A. 45-221(a)(4), (14), (30), and (49).

Comments: Retain 2 years after commissioner's expiration of office, then destroy or delete.

Schedule Authority: Agency schedule

Last Surveyed 08 October 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/16/2013: new entry.

Retention/Disposition Schedule Entries

634-001

State Conservation Commission

Conservation Districts Organizational Files (Series 0012-634)

Memorandum of agreement, election certificate of organization, general correspondence, newsletters, directories, and other records relating to the establishment and organization of a conservation district within each county.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See comments

Restrictions: None

Comments: Retain until superseded or no longer useful, then transfer to the archives memoranda of agreement, election certificate of organization, policy-related correspondence, and directories. Destroy the remainder.

Schedule Authority: Agency Schedule

KAR Number 53-2-121

Last Surveyed 08 October 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/16/2013: revised description and retention comments to specify what should be transferred to the State Archives. Directory information currently retained in CSIMS; division may export that information and other records to be retained in Docuware, which has an endorsed ERP.

County Field Review and Site Visit Files (Series 0015-634)

Field sheet, review form, correspondence, map, etc. relating to evaluation of conservation practices of projects provided with cost-share assistance to ensure compliance with established standards.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-121

Last Surveyed 08 October 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/09/2013: changed disposition from Archives to Destroy after reappraising records; records maintained electronically in Docuware, which has an endorsed ERP.

Kansas Association of Conservation Districts (KACD) Files (Series 0025-634)

Correspondence, newsletters, annual convention information, etc. relating to resolutions passed by the association which the Conservation Commission reviews.

Entry Status: Ready for SRB

Recommended Status:Revise

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 53-2-121

Last Surveyed 08 October 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/09/2013: records are now generated and maintained electronically; can be put into Docuware system, which has an endorsed ERP.

Multipurpose Small Lakes Program Files (Series 0036-634)

General plan and supporting documentation relating to state cost-shared assistance to a sponsor for construction or renovation of an eligible dam.

Entry Status: Ready for SRB

Recommended Status:Revise

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 53-2-121

Last Surveyed 08 October 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/09/2013: Records can be maintained in paper form or electronically in Docuware, which has an endorsed ERP.

K.S.A. 2-1901 et seq. – Conservation Districts

(Taken from the Kansas State Legislature's website, 15 October 2013,
http://kslegislature.org/li/b2013_14/statute/)

2-1901. Title to act; "soil conservation district" defined. This act may be known and cited as the conservation districts law. All soil conservation districts now formed and hereafter formed shall be conservation districts, and wherever in the name of such districts the words, "soil conservation district" appears the same is hereby changed to "conservation district." Whenever in the statutes of this state the term "soil conservation district" shall appear, the reference shall be deemed to be "conservation district."

History: L. 1937, ch. 5, § 1; L. 1972, ch. 5, § 1; July 1.

2-1903. Definitions. As used in this act:

(1) "District" or "conservation district" means a governmental subdivision of this state, and a public body corporate and politic, organized in accordance with the provisions of this act, for the purposes, with the powers, and subject to the restrictions hereinafter set forth.

(2) "Supervisor" means one of the members of the governing body of a district, elected or appointed in accordance with the provisions of this act.

(3) "Commission" or "state conservation commission" means the conservation program policy board created in K.S.A. 2-1904, and amendments thereto.

(4) "State" means the state of Kansas.

(5) "Agency of this state" includes the government of this state and any subdivision, agency or instrumentality, corporation or otherwise, of the government of this state.

(6) "United States" or "agencies of the United States" includes the United States of America, the soil conservation service of the United States department of agriculture and any other agency or instrumentality, corporate or otherwise, of the United States of America.

(7) "Government" or "governmental" includes the government of this state, the government of the United States and any subdivision, agency or instrumentality, corporate or otherwise, of either of them.

(8) "Division" or "division of conservation" means the agency established in K.S.A. 2012 Supp. 74-5,126, and amendments thereto.

History: L. 1937, ch. 5, § 3; L. 1972, ch. 5, § 2; L. 1994, ch. 45, § 1; L. 2012, ch. 140, § 123; July 1.

2-1904. State conservation commission; members; terms; records; seal; powers and duties; rules and regulations; compensation and expenses; employees; office and supplies. (a) There is hereby established, to serve as a conservation program policy board of the state and to perform the functions conferred upon it in this act, the state conservation commission. The state conservation commission shall succeed to all the powers, duties and property of the state soil conservation committee. The commission shall consist of nine members as follows:

(1) The director of the cooperative extension service and the director of the state agricultural experiment station located at Manhattan, Kansas, or such persons' designees shall serve, ex officio, as members of the commission.

(2) The commission shall request the secretary of agriculture of United States of America to appoint one person and the secretary of the Kansas department of agriculture to appoint one person, each of whom shall be residents of the state of Kansas to serve as members of the commission. These members shall hold office for four years and until a successor is appointed and qualifies, with terms commencing on the second Monday in January beginning in 1973.

(3) Five members of the state commission shall be elected by the conservation district supervisors at a time and place to be designated by the state conservation commission. The method of electing such members to be conducted as follows: The state is to be divided into five separate areas. Area No. I to include the following counties: Cheyenne, Rawlins, Decatur, Norton, Phillips, Smith, Osborne, Rooks, Graham, Sheridan, Thomas, Sherman, Wallace, Logan, Gove, Trego, Ellis and Russell. Area No. II to include: Greeley, Wichita, Scott, Lane, Ness, Rush, Pawnee, Hodgeman, Finney, Kearny, Hamilton, Edwards, Ford, Gray, Haskell, Grant, Stanton, Morton, Stevens, Seward, Meade, Clark, Comanche and Kiowa. Area No. III to include: Jewell, Republic, Mitchell, Cloud, Lincoln, Ottawa, Ellsworth, Saline, Rice, McPherson, Reno, Harvey, Kingman, Sedgwick, Sumner, Harper, Barber, Pratt, Barton and Stafford. Area No. IV to include: Washington, Marshall, Nemaha, Brown, Doniphan, Clay, Riley, Pottawatomie, Jackson, Atchison, Jefferson, Leavenworth, Wyandotte, Johnson, Douglas, Shawnee, Wabaunsee, Geary, Dickinson, Morris, Osage, Franklin and Miami. Area No. V to include: Marion, Chase, Lyon, Coffey, Anderson, Linn, Bourbon, Allen, Woodson, Greenwood, Butler, Elk, Wilson, Neosho, Crawford, Cowley, Chautauqua, Montgomery, Labette and Cherokee. Areas II and IV will elect in even number years and Areas I, III and V shall elect in odd number years for two year terms. The elected commission members from Areas I, III and V shall take office on January 1, of the even number years. The remaining two elected members of the state commission from Areas II and IV shall take office on January 1, of the odd number years. The method of election is to be by area caucus of the district supervisors of each of the five separate areas of Kansas. The commission shall give each district notice of the time and place of such annual election meeting by letter if a member is to be elected to the commission from that area that year. The selection of a successor to fill an unexpired term shall be by appointment by the commission. The successor who is appointed to fill the unexpired term shall be a resident of the same area as that of the predecessor.

(b) The commission shall keep a record of its official actions, shall adopt a seal which seal shall be judicially noticed, and may perform such acts, hold such public hearings and adopt rules and regulations necessary for the execution of its functions under this act.

(c) In addition to the powers and duties conferred in this section, the state conservation commission shall have the powers and duties not delegated to the Kansas department of agriculture division of conservation pursuant to K.S.A. 2012 Supp. 74-5,126, and amendments thereto.

(d) The commission shall designate its chairperson and, from time to time, may change such designation. A majority of the commission shall constitute a quorum, and the concurrence of a majority in any matter within their duties shall be required for its determination. Members of the state conservation commission attending meetings of such commission or attending a subcommittee meeting thereof authorized by such commission shall be paid compensation, subsistence allowances, mileage and other expenses as provided in K.S.A. 75-3223, and amendments thereto. The commission shall

provide for keeping of a full and accurate record of all proceedings and of all resolutions, regulations and orders issued or adopted.

(e) The state conservation commission together with the Kansas department of agriculture division of conservation shall make conservation program policy decisions, including modification of current conservation programs, creation of new conservation programs and budget recommendations.

(f) The Kansas department of agriculture division of conservation in consultation with the state conservation commission shall have the following duties and powers:

(1) To offer such assistance as may be appropriate to the supervisors of conservation districts, organized as provided hereinafter, in the carrying out of any of their powers and programs;

(2) to keep the supervisors of each of the several districts organized under the provisions of this act informed of the activities and experience of all other districts organized hereunder and to facilitate an interchange of advice and experience between such districts and cooperation between them;

(3) to coordinate the programs of the several conservation districts organized hereunder;

(4) to secure the cooperation and assistance of the United States and any of its agencies and of agencies of this state, in the work of such districts and to contract with or to accept donations, grants, gifts and contributions in money, services or otherwise from the United States or any of its agencies or from the state or any of its agencies in order to carry out the purposes of this act;

(5) to disseminate information throughout the state concerning the activities and programs of the conservation districts organized hereunder and to encourage the formation of such districts in areas where their organization is desirable;

(6) to cooperate with and give assistance to watershed districts and other special purpose districts in the state of Kansas for the purpose of cooperating with the United States through the secretary of agriculture in the furtherance of conservation pursuant to the provisions of the watershed protection and flood prevention act, as amended;

(7) to cooperate in and carry out, in accordance with state policies, activities and programs to conserve and develop the water resources of the state and maintain and improve the quality of such water resources;

(8) to enlist the cooperation and collaboration of state, federal, regional, interstate, local, public and private agencies with the conservation districts; and

(9) to facilitate arrangements under which conservation districts may serve county governing bodies and other agencies as their local operating agencies in the administration of any activity concerned with the conservation of natural resources.

History: L. 1937, ch. 5, § 4; L. 1951, ch. 11, § 1; L. 1959, ch. 5, § 1; L. 1972, ch. 5, § 3; L. 1974, ch. 348, § 3; L. 1979, ch. 6, § 2; L. 1989, ch. 5, § 1; L. 1992, ch. 116, § 23; L. 2001, ch. 86, § 3; L. 2012, ch. 140, § 124; July 1.

2-1907. Supervisors; qualifications; terms; meetings; vacancies; chairperson; quorum; expenses; employees; powers and duties; bonds for employees; records; removal of supervisor. The governing body of the district shall consist of five supervisors who are qualified electors residing within the district. The supervisors who are first elected shall serve for terms of one, two and three years according to the following plan: The two persons receiving the highest number of votes in the election shall hold office for three years; the two persons receiving the next highest number of votes shall hold such office for a term of two years and the remaining supervisor shall hold office for a term of one year. In the event of a tie vote, such terms shall be decided by lot. Nothing in this section shall be construed as affecting the length of the term of supervisors holding office on January 1, 1995. Successors to such persons shall be elected for terms of three years. An annual meeting of all qualified electors of the district shall be held in the month of January or February. Notice of the time and place of such meeting shall be given by such supervisors by publishing a notice in the official county paper once each week for two consecutive weeks prior to the week in which such meeting is to be held. At such meeting the supervisors shall make full and due report of their activities and financial affairs since the last annual meeting and shall conduct an election by secret ballot of all of the qualified electors of the district there present for the election of supervisors whose terms have expired. Whenever a vacancy occurs in the membership of the governing body the remaining supervisors of the district shall appoint a qualified elector of the district to fill the office for the unexpired term. The supervisors shall designate a chairperson and may from time to time change such designation. A supervisor shall hold office until a successor has been elected or appointed and has qualified. A majority of the supervisors shall constitute a quorum and the concurrence of a majority of the supervisors in any matter within their duties shall be required for its determination. A supervisor shall receive no compensation for services, but may be entitled to expenses, including traveling expenses, necessarily incurred in the discharge of duties. The supervisors may employ a secretary, technical experts, and such other officers, agents, and employees, permanent and temporary, as they may require, and shall determine their qualifications, duties and compensation. The supervisors may call upon the county attorney of the county in which a major portion of the district lies, or the attorney general for such legal services as they may require. The supervisors may delegate to their chairperson, to one or more supervisors, or to one or more agents, or employees such powers and duties as they may deem proper. The supervisors shall furnish to the Kansas department of agriculture division of conservation, upon request, copies of such rules, regulations, orders, contracts, forms, and other documents as they shall adopt or employ, and such other information concerning their activities as it may require in the performance of its duties under this act. The supervisors shall provide for the execution of surety bonds for all employees and officers who shall be entrusted with funds or property; shall provide for the keeping of a full and accurate record of all proceedings and of all resolutions, regulations, and orders issued or adopted; and shall provide for an annual audit of the accounts and receipts and disbursements. Any supervisor may be removed by the state conservation commission upon notice and hearing in accordance with the provisions of the Kansas administrative procedure act, for neglect of duty or malfeasance in office, but for no other reason. The supervisors may invite the legislative body of any municipality or county located near the territory comprised within the district to designate a representative to advise and consult with the supervisors of the district on all questions of program and policy which may affect the property, water supply, or other interests of such municipality or county.

History: L. 1937, ch. 5, § 7; L. 1949, ch. 5, § 1; L. 1951, ch. 11, § 3; L. 1972, ch. 5, § 4; L. 1976, ch. 7, § 3; L. 1988, ch. 356, § 29; L. 1989, ch. 5, § 2; L. 1994, ch. 45, § 4; L. 2012, ch. 140, § 125; July 1.

2-1907b. Finance of operation of conservation district; moneys from county general fund; tax levies; use of moneys. The board of county commissioners, upon request of the board of supervisors of the

conservation district, may pay to the district moneys from the county general fund for the supervisors to carry out their duties under this act. In addition to moneys from the county general fund, the board of county commissioners may levy an annual tax against the taxable tangible property within the district, not to exceed 2 mills or \$55,000 whichever is less, to provide additional moneys for the operation of the conservation district.

The levy shall be sufficient to pay a portion of the principal and interest on bonds issued under the authority of K.S.A. 12-1774, and amendments thereto, by cities located in the county, which levy may be in addition to all other tax levies authorized by law and not subject to or within any tax levy limit or aggregate tax levy limit prescribed by law. Funds appropriated or allocated under the provisions of this section and K.S.A. 2-1907c, and amendments thereto, shall be used to carry out the activities and functions of the district including cost of travel and expenses of supervisors and employees of the district, educational materials, conservation awards, annual meeting expenses, excluding meals, and membership dues to conservation related organizations. Such funds shall not be used for prizes, or incentives for achievements or attendance at meetings or for travel or expenses for anyone other than supervisors and employees of the district.

History: L. 1953, ch. 6, § 1; L. 1959, ch. 5, § 2; L. 1963, ch. 7, § 1; L. 1969, ch. 8, § 1; L. 1972, ch. 5, § 5; L. 1976, ch. 7, § 4; L. 1979, ch. 7, § 1; L. 1979, ch. 8, § 1; L. 1981, ch. 9, § 1; L. 1985, ch. 11, § 1; L. 1987, ch. 9, § 1; L. 1989, ch. 5, § 3; L. 1994, ch. 45, § 2; July 1.

2-1907c. Same; amount of moneys provided by county, certification to state; state financial assistance; budget request, limitation; disbursement and distribution. On or before September 1 of each year, each conservation district shall submit to the Kansas department of agriculture division of conservation a certification of the amount of money to be furnished by the county commissioners for conservation district activities for the ensuing calendar year. Such amount shall be the same as authorized for such purposes in each approved county budget. For the purpose of providing state financial assistance to conservation districts, the Kansas department of agriculture division of conservation in the regular budget request, as a line item for the forthcoming fiscal year, shall submit a special request for an amount equal to the sum of the allocations of each county to each conservation district, but in no event to exceed the sum of \$25,000 per district. This \$25,000 limitation shall be applicable for fiscal year 2008, and thereafter, subject to appropriations therefor. The Kansas department of agriculture division of conservation as soon as practicable after July 1 of the following year shall disburse such moneys as may be appropriated by the state for this purpose to each conservation district to match funds allocated by the commissioners of each county. Distribution shall be prorated in proportion to county allocations in the event that appropriations are insufficient for complete matching of funds. Municipal accounting procedures shall be used in the distribution of and in the expenditure of all funds.

History: L. 1963, ch. 7, § 2; L. 1969, ch. 8, § 2; L. 1972, ch. 5, § 6; L. 1979, ch. 7, § 2; L. 1994, ch. 45, § 3; L. 2007, ch. 84, § 1; L. 2012, ch. 140, § 126; July 1.

2-1908. Conservation districts; powers. A conservation district organized under the provisions of K.S.A. 2-1901 et seq., and amendments thereto, shall constitute a governmental subdivision of this state, and a public body corporate and politic, exercising public powers, and such district, and the supervisors thereof, shall have the following powers, in addition to others granted in other sections of this act:

(a) To conduct surveys, investigations, and research relating to the character of soil erosion, flood damage and the preventive and control measures needed, to publish the results of such surveys,

investigations, or research, and to disseminate information concerning such preventive and control measures. In order to avoid duplication of research activities, no district shall initiate any research program except in cooperation with the government of this state or any of its agencies, or with the United States or any of its agencies;

(b) to conduct demonstrational projects within the district on lands, owned or controlled by this state or any of its agencies, with the cooperation of the agency administering and having jurisdiction thereof, and on any other lands within the district upon obtaining the consent of the occupier of such lands or the necessary rights or interests in such lands, in order to demonstrate by example the means, methods, and measures by which soil and soil resources may be conserved, and soil erosion in the form of soil blowing and soil washing may be prevented and controlled; and to demonstrate by example, the means, methods, and measures by which water and water resources may be conserved, developed, used and disposed of to alleviate drouth, to maintain and improve water quality and to reduce flooding and impaired drainage;

(c) to carry out preventive and control measures within the district including, but not limited to, engineering operations, methods of cultivation, the growing of vegetation, changes in use of land, and the measures listed in subsection C of K.S.A. 2-1902, and amendments thereto, on lands owned or controlled by this state or any of its agencies, with the cooperation of the agency administering and having jurisdiction thereof, and on any other lands within the district upon obtaining the consent of the occupier of such lands or the necessary rights or interests in such lands;

(d) to cooperate, or enter into agreements with, and within the limitations of appropriations duly made available to it by law, to furnish financial or other aid to, any agency, governmental or otherwise, or any occupier of lands within the district, in the carrying on of erosion-control flood prevention and water management operations within the district, subject to such conditions as the supervisors may deem necessary to advance the purposes of this act;

(e) to obtain options upon and to acquire, by purchase, exchange, lease, gift, grant, bequest, devise, or otherwise, any property, real or personal, or rights or interest therein; to maintain, administer, and improve any properties acquired, to receive income from such properties and to expend such income in carrying out the purposes and provisions of this act; and to sell, lease, or otherwise dispose of any of its property or interests therein in furtherance of the purposes and the provisions of this act;

(f) to make available, on such terms as it shall prescribe, to land occupiers within the district, agricultural and engineering machinery and equipment, fertilizer, seeds, and seedlings, and such other material or equipment, as will assist such land occupiers to carry on operations upon their lands for the conservation of soil resources and for the prevention and control of soil erosion;

(g) to develop comprehensive plans for the conservation of soil and water resources and for the control and prevention of soil erosion, flood damages, impaired drainage, the effects of drouth within the district and the maintenance and improvement of water quality, which plans shall specify in such detail as may be possible, the acts, procedures, performances, and avoidances which are necessary or desirable for the effectuation of such plans, including the specification of engineering operations, methods of cultivation, the growing of vegetation, cropping programs, tillage practices, and changes in use of land, and to publish such plans and information and bring them to the attention of occupiers of lands within the district;

(h) to take over, by purchase, lease, or otherwise, and to administer, any soil-conservation, erosion-control, or erosion-prevention, flood prevention or water management project located within its boundaries undertaken by the United States or any of its agencies, or by this state or any of its agencies; to manage, as agent of the United States or any of its agencies, or of this state or any of its agencies, any soil-conservation, erosion-control, or erosion-prevention, flood prevention or water management project within its boundaries; to act for the district or as agent for the United States, or any of its agencies, or for this state or any of its agencies, in connection with the acquisition, construction, operation, maintenance, or administration of any soil-conservation, erosion-control, or erosion-prevention, flood prevention, or water management project within its boundaries; to accept donations, gifts, and contributions in money, services, materials, or otherwise, from the United States or any of its agencies, or from this state or any of its agencies, and from persons, firms, corporations or associations, and to use or expend such moneys, services, materials, or other contributions in carrying on its operations;

(i) to sue and be sued in the name of the district; to have a seal, which seal shall be judicially noticed; to have perpetual succession unless terminated as hereinafter provided; to make and execute contracts and other instruments, necessary or convenient to the exercise of its powers; to make, and from time to time amend and repeal, rules and regulations not inconsistent with this act, to carry into effect its purposes and powers;

(j) as a condition to the extending of any benefits under this act, to or the performance of work upon, any lands not owned or controlled by this state or any of its agencies, the supervisors may require contributions in money, services, materials, or otherwise to any operations conferring such benefits, and may require land occupiers to enter into and perform such agreements or covenants as to the permanent use of such lands as will tend to prevent or control erosion thereon;

(k) no provisions with respect to the acquisition, operation, or disposition of property by other public bodies shall be applicable to a district organized hereunder unless the legislature shall specifically so state;

(l) the supervisors of any district shall not contract debts or obligations in the name of the district beyond the current appropriation made available to the district by the committee or federal grants or other financial sources;

(m) to accept and expend funds donated to the district for purposes of providing at least 20% cost-share for the purchase of an eligible water right from the holder of the water right under the provisions of K.S.A. 2-1915, and amendments thereto; and

(n) to control and eradicate sericea lespedeza within the district in any county that the secretary of agriculture has designated as a sericea lespedeza disaster area.

History: L. 1937, ch. 5, § 8; L. 1955, ch. 7, § 2; L. 1979, ch. 6, § 3; L. 1988, ch. 396, § 1; L. 2002, ch. 37, § 2; L. 2004, ch. 96, § 3; July 1.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 24, 2013**

1. **Agency:** Board of Pharmacy
2. **Records Officer:** Jackie Yingling **Phone:** 296-6504
3. **Appraising Archivist:** Marcella Wiget, Lu Harris
4. **Date of Appraisal:** 10 October 2013
5. **a) Total records – No. of Series:** 4
b) New series – No. of Series: 1
c) Revised existing series – No. of Series: 3
d) Obsolete schedules – No. of Series: 12 (see Housekeeping report)
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: 7 (see Housekeeping report)
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 records officer and staff.
9. **Appraisal Narrative:**

The Board of Pharmacy's records officer is working to clean up her agency's retention and disposition schedule, which is very out-of-date. The agency is also cleaning up their office space and wishes to destroy certain paper records and transfer others to the State Archives.

Retention/Disposition Schedule Entries

531-001

Board of Pharmacy

Registration Files - Cancelled Nonresident Pharmacies (Series Unknown)

Includes application for license, license renewal information, inspection reports and other related documents for cancelled nonresident pharmacies.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

Restrictions: None

Comments: Retain on-site at Board of Pharmacy for 2 years after cancellation and then destroy.

Schedule Authority: Agency schedule

Last Surveyed 10 October 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 10/21/2013: new entry. Currently paper is the record copy; agency intends to convert to purely electronic recordkeeping in next several months.

Retention/Disposition Schedule Entries

531-001

Board of Pharmacy

Registration (or License) Files - Cancelled Pharmacists (Series 0023-531)

Application for license and related documents for cancelled pharmacists. Also includes intern registration (or license application) and biennial renewal application files.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 10 fiscal years after nonrenewal

Disposition: Archives

Restrictions: K.S.A. 45-221 (a)(1)(6)(9), 5 USC Sec. 522a

Schedule Authority: Agency Schedule

KAR Number 53-2-068

Last Surveyed 10 October 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 10/21/2013: revised title, added description. Currently paper is the record copy; agency intends to convert to purely electronic recordkeeping in next several months.

Registration Files - Cancelled Businesses other than Pharmacies (Series 0029-531)

Includes application for license, license renewal information, inspection reports and other related documents for cancelled businesses other than pharmacies. Businesses include county health departments, analytical laboratories, ambulance operators, research and teaching institutions, manufacturers, distributors, institutional drug rooms, durable medical equipment and retail dealers.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain on-site at Board of Pharmacy for 2 years after cancellation and then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-068

Last Surveyed 10 October 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 10/21/2013: revised title, description, and retention information. Currently paper is the record copy; agency intends to convert to purely electronic recordkeeping in next several months.

Registration Files - Cancelled Resident Pharmacies (Series 0034-531)

Includes application for license, license renewal information, inspection reports and other related documents for cancelled resident pharmacies.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain on-site at Board of Pharmacy for 2 years after cancellation and then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-068

Last Surveyed 10 October 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 10/21/2013: revised title and retention; added description. Currently paper is the record copy; agency intends to convert to purely electronic recordkeeping in next several months.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 24, 2013**

1. **Agency:** Kansas Office of the Attorney General
2. **Records Officer:** Lisa Mendoza **Phone:** 368-8402
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 9 October 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 agency's records officer.
9. **Appraisal Narrative:**

Attorney General's records officer contacted records management staff requesting a retention change to an existing schedule entry.

Retention/Disposition Schedule Entries

082-010

Office of the Attorney General

Legal Opinions & General Counsel (LOGIC) Division

General Legal Services - State Agencies, Boards, and Commissions (Series 0050-082)

Records regarding legal assistance given by LOGIC attorneys to specific state agencies, boards, and commissions: correspondence, reports, notes, publications, etc. May include records concerning legal advice given to a specific agency, board or commission regarding quasi-judicial proceedings in licensure, certification, registration, disciplinary or other similar matters.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Retain until matter is closed, then destroy.

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(2)(4)(5)(11)(14)(20)(25)(30)

Schedule Authority: Agency Schedule

KAR Number 53-2-177

Last Surveyed 08 July 2013

Record Copy: Paper

Remarks: 09/15/2008: Revised entry. Modified title and unit affiliation. Added restrictions. Changed retention/disposition.

07/08/2013: revised description and retention period.

07/22/2013 mwiget: Fixed last surveyed date.

10/09/2013: Changed retention period.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 24, 2013**

1. **Agency:** Kansas Housing Inspectors Registration Board
2. **Records Officer:** Ralph Pimental **Phone:** 232-2701
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 9 September 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: 1
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:**

Review of records.
9. **Appraisal Narrative:**

The Kansas Housing Inspectors Registration Board was a short-lived agency; its legislation was not extended. The board transferred its records electronically to the State Archives; most records fell within general retention and disposition schedule entries, but these program records were unique to the KHIRB. They are not deemed to have long-term archival value.

Retention/Disposition Schedule Entries

291-001

Kansas Housing Inspectors Registration Board

Housing inspector and school applications and renewals (Series Unknown)

Education provider applications provide information regarding available classes and instructors teaching at housing inspector schools, as well as administrative information regarding the educational provider. Individual housing inspector applications and renewals provide information regarding liability insurance, course work taken, and a copy of the inspector's registration. Also can include information regarding contact information changes for schools and individuals, lists of expired registrations, correspondence with schools and inspectors regarding their applications, and questionable or rejected applications.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

Restrictions: Portions may be restricted per KSA 45-221(a)(9)(30)(49)

Comments: Retain active education provider and housing inspector records for one calendar year past expiration of license, then destroy. Destroy rejected applications 6 months after receipt.

Schedule Authority: Agency schedule

Last Surveyed 21 August 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 09/09/2013: new entry. Agency has been sunsetted; this records series will be immediately obsolete.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 24, 2013**

1. **Agency:** Local Government – County Public Works
2. **Records Officer:** **Phone:**
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 1 October 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:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0

8. **Appraisal Based Upon:**

Discussions with Johnson County records management and environmental staff.

9. **Appraisal Narrative:**

Johnson County has requested the addition of this entry to the Public Works schedule in order to dispose of records in its keeping. These records also exist at the state level.

Retention/Disposition Schedule Entries

000-108

Local Government Records

County Public Works

Disposal Authorization Forms (Series Unknown)

Documents relating to requests submitted by individuals and firms seeking authorization to dispose of solid waste in a landfill.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 10 cldr years

Disposition: Destroy

Restrictions: None

Last Surveyed 18 July 2013

Record Copy: Unknown

Remarks: 10/01/2013: new entry on local schedule. Based upon 0595-264, Disposal Authorization Files, in the Kansas Dept. of Health & Environment retention and disposition schedule.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 24, 2013**

1. **Agency:** Local Government – General schedule
2. **Records Officer:** **Phone:**
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 1 October 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:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**
Discussions with Johnson County records management staff.
9. **Appraisal Narrative:**

Johnson County requested this addition to the local general retention and disposition schedule in order to dispose of records currently retained by the county.

Retention/Disposition Schedule Entries

000-100

Local Government Records

General Schedule/All Offices

Hygrothermograph Data Logger Reports (Series Unknown)

Hygrothermograph readings taken by staff in various areas which monitor the temperature and humidity levels to ensure that proper environmental conditions are maintained.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 2 cldr years

Disposition: Destroy

Restrictions: None

Last Surveyed 01 October 2013

Record Copy: Unknown

Remarks: 10/01/2013: new entry. Based upon 0225-288, Hygrothermograph Data Logger Reports, on the Kansas Historical Society - Museum Division's retention and disposition schedule entry.

Housekeeping Changes Since 18 July 2013 18 October 2013

Housekeeping Edit

082-007

Office of the Attorney General
Consumer Protection Division

Complaint Files (Series 0139-082)

Description: Consumer complaint forms, initial correspondence, photos, notes, reports and other supporting documentation relating to complaints and actions taken by the division, including dispositions not resulting in litigation or enforcement efforts. (Otherwise see Case Files or Enforcement Action Files.) Materials, including records obtained from others may be returned to their source or otherwise disposed of in accordance with court order, court rule, or agreement.

Change: Board discussed this series at July 2013 meeting, determined paper records should follow electronic disposition.-- mwiget, 28 August 2013

234-005

State Fire Marshal. Boiler Investigation Division

Boiler Incidents and Accidents (Series 0114-296)

Description: Emergency inspections of boilers that have malfunctioned.

Change: this agency function was transferred by the legislator and governor from the Department of Labor to the Office of the State Fire Marshal.-- dgarwood, 09 October 2013

Boiler Incidents and Accidents (Series 0114-296)

Description: Emergency inspections of boilers that have malfunctioned.

Boiler Inspection Reports (Series 0115-296)

Description: Reports documenting periodic commercial boiler inspections conducted by the department to certify that boilers are operating in accordance with safety codes.

Change: this agency function was transferred by the legislator and governor from the Department of Labor to the Office of the State Fire Marshal.-- dgarwood, 09 October 2013

Boiler Registrations (Series 0116-296)

Description: Certificate assigned to each boiler.

Change: this agency function was transferred by the legislator and governor from the Department of Labor to the Office of the State Fire Marshal.-- dgarwood, 09 October 2013

Client Documents (Series 0131-296)

Change: responsibility for boiler inspection moved by legislature and governor to office of the Fire Marshal.-- dgarwood, 09 October 2013

Client Documents (Series 0131-296)

264-002

Department of Health and Environment
Environment Division
Bureau of Environmental Field Services
Technical Services Section

Sample Station Water Year Data Files (Series 0497-264)

Description: Computerized laboratory reports containing results of the analysis of water samples taken monthly from sampling stations: chemical, biological, and radiological data.

Change: Revised subagency title to be in line with other records series from this section.-- mwiget, 20 September 2013

Whole Effluent Toxicity Tests (Series 0662-264)

Description: Lab sheets, reports and memos relating to tests performed on waste water discharge effluent samples to ensure compliance with the established permit conditions.

Change: Fixing typo in subagency title.-- mwiget, 20 September 2013

276-019

Kansas Department of Transportation
Office of the Inspector General
Office of the Inspector General

Audit Working Papers - Permanent (Series 0014-276)

Description: Detailed work papers on a specific audit and used as documentation of

particular agency processes governed by statute, regulations, Office of Management and Budget, federal government, Standard Operating Manuals, etc.
Change: moved to general schedule 0036-000.-- dgarwood, 10 October 2013

523-001

Kansas Parole Board

Clemency Hearing Actions (Series 0003-523)

Description: Copies of Parole Board recommendations to the pardon attorney regarding inmate clemency requests. Master copy filed in the Department of Corrections inmate file.

Change: Fixed typo (wrong agency code in series ID)-- dba, 23 September 2013

634-001

State Conservation Commission Watershed District Programs

Annual Work Plan (Series 0004-634)

Description: Plan submitted by the county conservation districts to the Conservation Commission describing activities planned for upcoming year.

Change: Clarified description regarding districts submitting work plans.-- mwiget, 08 August 2013

Obsolete

028-001

Board of Accountancy

Administrative Hearing Files (Series 0001-028)

Description: Records pertaining to complaints filed against CPA's: original complaints, hearing notices, orders, transcripts, investigative reports, CPA financial statements, & documents not in public hearing.

Administrative Hearing Files (Series 0001-028)

Description: Records pertaining to complaints filed against CPA's: original complaints, hearing notices, orders, transcripts, investigative reports, CPA financial

statements, & documents not in public hearing.

Administrative Hearing Files (Series 0001-028)

Description: Records pertaining to complaints filed against CPA's: original complaints, hearing notices, orders, transcripts, investigative reports, CPA financial statements, & documents not in public hearing.

Change: now managed as part of series 0011-028.-- dgarwood, 25 September 2013

046-008

Department of Agriculture

Division of Water Resources

Water Structures

Administrative Records (Series 0241-046)

Description: Variety of documents related to the routine administration of water structures including invoices, receipts, time sheets and logs, publications, vehicle records.

Change: Duplicate schedule entry with misspelling and no last surveyed date.-- mwiget, 08 October 2013

Administrative Records (Series 0241-046)

Description: Variety of documents related to the routine administration of water structures including invoices, receipts, time sheets and logs, publications, vehicle records.

058-001

Kansas Commission on Human Rights

Investigative Files - Partial (Series 0020-058)

Description: Copies of the investigative files disclosed pursuant to court order and maintained for convenience of reference.

Change: These records are no longer created-- lharris, 27 September 2013

531-001

Board of Pharmacy

Address Change Notebooks (Series 0001-531)

Examination Materials for Registration (or licensing) of Pharmacists (Series 0011-531)

Financial Reports Received from Division of Accounts and Reports (Printouts) (Series 0012-531)

Change: These records are no longer created-- lharris, 15 October 2013

Inspectors' Weekly Reports (Series 0017-531)

Change: These records are no longer created-- lharris, 15 October 2013

Malpractice Insurance Printout Lists (Series 0018-531)

Quarterly Registration Reports to Secretary of State (Series 0020-531)

Reconciliation of Bank Account Record (Series 0022-531)

Change: These records are no longer created-- lharris, 15 October 2013

Registration (or License) Printout Lists (Series 0025-531)

Change: These records are no longer created-- lharris, 15 October 2013

Registration Application Cards - Interns (Series 0030-531)

Registration Application Cards - Retail Dealers (Series 0031-531)

Registration Applications - Pharmacies (Series 0032-531)

Registration Files - Honorary (Series 0033-531)

Registration Files - Preceptors (Series 0035-531)

Registration Permit Stubs (all categories) (Series 0036-531)

634-001

State Conservation Commission
Administrative Operations

Master Plan (Series 0031-634)

Description: Plan designed for the Conservation Commission outlining five year goals.

Change: Staff indicated this series is no longer created.-- mwiget, 09 October 2013

Non Point Source Pollution Control

Non Point Pollution Program Files (Series 0040-634)

Description: Work and review plans, policies and procedures, management plans, etc. relating to cost-sharing funding requests submitted to the agency for special non point pollution control projects.

Change: These records are no longer necessary for districts to receive funding; districts now just make fund allocation requests.-- mwiget, 09 October 2013

Non Point Source Pollution Award Files (Series 0038-634)

Description: Application and supporting documentation relating to annual awards recognizing pollution control programs or educational efforts made by individuals, counties or the private sector.

Change: Division of Conservation no longer presents this award.-- mwiget, 09 October 2013

Non Point Source Pollution Contracts (Series 0039-634)

Description: Contract, purchase orders, correspondence, etc. relating to requests by individuals or counties for cost-share assistance with the Conservation Commission for a pollution control project.

Change: Division of Conservation no longer creates these contracts.-- mwiget, 09 October 2013

Watershed District Programs

Water Quality Task Force Files (Series 0064-634)

Description: Documents relating to the establishment of county water quality standards.

Change: Conservation staff indicated these are obsolete records; record copy should be under KDHE.-- mwiget, 09 October 2013

Ready for SRB

082-010

Office of the Attorney General

Legal Opinions & General Counsel (LOGIC) Division

General Legal Services - State Agencies, Boards, and Commissions (Series 0050-082)

Description: Records regarding legal assistance given by LOGIC attorneys to specific state agencies, boards, and commissions: correspondence, reports, notes, publications, etc. May include records concerning legal advice given to a specific agency, board or commission regarding quasi-judicial proceedings in licensure, certification, registration, disciplinary or other similar matters.

Change: Fixed last surveyed date.-- mwiget, 22 July 2013

Superseded series

046-001

Department of Agriculture
Office of the Secretary

Committee Files (Series 0096-046)

Description: Records relating to the establishment, organization, membership, policies, activities and accomplishments of internal, interagency, and advisory committees.

Change: Series superseded by 0022-000-- lharris, 05 September 2013

Fiscal Operations

Audit Reports (Series 0291-046)

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

Change: Series superseded by 0009-000-- lharris, 06 September 2013

Budget Preparation Files - Annual (Series 0005-046)

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

Change: superseded by 0005-000-- lharris, 06 September 2013

Information Resources & Technology

Contract - Pager Services (Series 0032-046)

Description: Correspondence, contracts, service agreements, etc. relating to a contractual agreement with a paging service provider.

Change: Series superseded by 0026-000-- lharris, 10 September 2013

Contracts - Cellular Telephone (Series 0031-046)

Description: Correspondence, contract, service agreements, etc. relating to a contractual arrangement with a cellular telephone system provider.

Change: Series superseded by 0026-000-- lharris, 10 September 2013

Correspondence - Policy Related (Series 0037-046)

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.

Change: Series superseded by 0027-000-- lharris, 06 September 2013

Correspondence - Routine (Series 0038-046)

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.

Change: Series superseded by 0028-000-- lharris, 06 September 2013

Equipment Maintenance and Ownership Records (Series 0044-046)

Description: Documents related to the legal ownership and maintenance of agency equipment: legal titles, warranties, maintenance logs, etc.

Change: Series superseded by 0047-000-- lharris, 06 September 2013

Equipment Operation Records (Series 0050-046)

Description: Documents related to the use of agency equipment (e.g.. Photocopy logs, check-out forms, use request forms, etc.) including photocopiers, typewriters, computers, calculators, adding machines, etc.

Change: Series superseded by 0048-000-- lharris, 06 September 2013

Information Resources and Technology Help Desk and Inventory Tracking Database (Series 0047-046)

Description: Database designed to inventory hardware and software, provide a help desk ticket and track records and includes a related history file.

Change: Series superseded by 0026-000-- lharris, 10 September 2013

Inventory Records - Non-Expendable Property (Series 0034-046)

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

Change: Series superseded by 0061-000-- lharris, 06 September 2013

Software Licensing Files (Series 0043-046)

Description: License and supporting documentation relating to the purchase and authorized use of computer software.

Change: Series superseded by 0024-000-- lharris, 10 September 2013

Technical Reference Files (Series 0033-046)

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.

Change: Series superseded by 0113-000-- lharris, 06 September 2013

Telecommunications Billing Records (Series 0036-046)

Description: Copies of billings and supporting documentation relating to charges for telecommunications services.

Change: Series superseded by 0116-000-- lharris, 10 September 2013

Legal

Contracts (Series 0305-046)

Description: Legal agreements with individuals and organizations. Includes all associated documents, eg. DA-146 series.

Change: Series superseded by 0026-000-- lharris, 10 September 2013

Correspondence - Policy Related (Series 0027-000)

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.

Change: Series superseded by 0027-000-- lharris, 06 September 2013

Correspondence - Routine (Series 0028-000)

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.

Change: Series superseded by 0028-000-- lharris, 06 September 2013

Leases - Real Property and Capital Equipment (Series 0306-046)

Description: Documents related to the leasing of real estate and equipment.

Change: Series superseded by 0066-000-- lharris, 10 September 2013

Request for Access to Records (Series 0284-046)

Description: Documents related to requests for access to state agency records and agency responses prepared pursuant to K.S.A. 45-218.

Change: Series superseded by 0098-000-- lharris, 06 September 2013

Personnel

Employee Personnel Files (Series 0010-046)

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

Change: Series superseded by 0036-000-- lharris, 06 September 2013

Employee Position Descriptions (Series 0011-046)

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

Change: Series superseded by 0038-000-- lharris, 06 September 2013

Employee Time Report Records (Series 0012-046)

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.

Change: Series superseded by 0039-000-- lharris, 06 September 2013

Employment Applications - Not Hired (Series 0013-046)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: Series superseded by 0043-000-- lharris, 06 September 2013

Employment Eligibility Verification Form (Series 0014-046)

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

Change: Series superseded by 0044-000-- lharris, 06 September 2013

Leave Requests (Series 0027-046)

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

Change: Series superseded by 0067-000-- lharris, 06 September 2013

046-002

Department of Agriculture

Agriculture Laboratory Program

Budget Preparation Files - Annual (Series 0055-046)

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

Change: Series superseded by 0016-000-- lharris, 06 September 2013

Budget Requests and Appeals - Annual (Series 0056-046)

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

Change: superseded by 0017-000-- lharris, 06 September 2013

Director's Office

Correspondence - Policy Related (Series 0058-046)

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.

Change: Series superseded by 0027-000-- lharris, 06 September 2013

Correspondence - Routine (Series 0057-046)

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.

Change: Series superseded by 0028-000-- lharris, 06 September 2013

Director's Files (Series 0054-046)

Description: Variety of documents relating to the operation and administration of the agriculture laboratory.

Change: Series superseded by 0004-000-- lharris, 10 September 2013

046-003

Department of Agriculture Dairy Inspection Program

Dairy Samples Reports (Series 0298-046)

Description: Reports made from laboratory analysis of milk and milk product samples that includes pesticide and aflatoxin testing.

Change: Series superseded by 0228-000-- lharris, 10 September 2013

Dairy Inspections

Employee Time Report Records (Series 0119-046)

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.

Change: Series superseded by 0039-000-- lharris, 10 September 2013

046-004

Department of Agriculture

Grain Warehouse Program

Correspondence - Policy Related (Series 0093-046)

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.

Change: Series superseded by 0027-000-- lharris, 06 September 2013

Correspondence - Routine (Series 0092-046)

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.

Change: Series superseded by 0028-000-- lharris, 06 September 2013

Inventory Records - Non-Expendable Property (Series 0098-046)

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

Change: Series superseded by 0061-000-- lharris, 06 September 2013

Photographic and Video Materials (Series 0100-046)

Description: Photo-prints, negatives, slides, films, and videotapes.

Change: Series superseded by 0083-000-- lharris, 06 September 2013

Receipts Records - Cash (Series 0101-046)

Description: Ledger used to keep track of money paid by firms for various inspection fees.

Change: Series superseded by 0094-000-- lharris, 10 September 2013

Rules and Regulations Files (Series 0102-046)

Description: Proposed and approved rules and regulations pertaining to the Board of Agriculture.

Change: Series superseded by 0228-000-- lharris, 10 September 2013

Speeches (Series 0103-046)

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

Change: Series superseded by 0103-000-- lharris, 06 September 2013

046-007

Department of Agriculture

Meat and Poultry Inspection/Food Safety Programs

Annual and Special Reports (Series 0005-000)

Description: General and specific reports on agency activities.

Change: series superseded by 0005-000-- lharris, 03 October 2013

Correspondence - Policy Related (Series 0027-000)

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.

Change: Series superseded by 0027-000-- lharris, 06 September 2013

Correspondence - Routine (Series 0028-000)

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.

Change: Series superseded by 0028-000-- lharris, 09 September 2013

Employee Training Records (Series 0041-000)

Description: Correspondence, reports, and other records relating to the operation of agency sponsored training programs and to employee participation in training programs sponsored by external organizations.

Change: Series superseded by 0041-000-- lharris, 09 September 2013

Internal Memos - Policy Related (Series 0058-000)

Description: Internal memos, e-mail, and other correspondence that state or form the basis for policy, set precedent, or records important events in the operational and

organizational history of the agency.

Change: Series superseded by 0058-000-- lharris, 09 September 2013

Internal Memos - Routine (Series 0059-000)

Description: Internal memos, e-mail, or other correspondence which pertain to routine matters.

Change: Series superseded by 0059-000-- lharris, 09 September 2013

Mailing Lists (Series 0072-000)

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

Change: Series superseded by 0072-000-- lharris, 09 September 2013

Memoranda of Understanding or Agreement (Series 0074-000)

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

Change: Series superseded by 0074-000-- lharris, 09 September 2013

Minutes (Series 0075-000)

Description: Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.

Change: Series superseded by 0075-000-- lharris, 09 September 2013

Photographic and Video Materials (Series 0083-000)

Description: Photo-prints, negatives, slides, films, and videotapes.

Change: Series superseded by 0083-000-- lharris, 09 September 2013

Policy Statements (Series 0084-000)

Description: Original copies of formal explanations of agency policies and procedures issued in individual statement formats.

Change: Series superseded by 0084-000-- lharris, 09 September 2013

Purchase Requests - Internal (Series 0092-000)

Description: Documents used by subordinate organizations to request purchases of goods and services through the agency central purchasing office.

Change: Series superseded by 0092-000-- lharris, 09 September 2013

Records Management Records (Series 0095-000)

Description: Documents related to the management of agency records including survey forms, inventories, and other miscellaneous materials such as correspondence or reference materials.

Change: Series superseded by 0095-000-- lharris, 09 September 2013

Schedules - Office Activities (Series 0292-046)

Description: Internal forms, appointment books, paper and electronic calendars used to schedule employee, office activities, vehicles, meeting rooms, etc.

Change: Series superseded by 0099-000-- lharris, 09 September 2013

Speeches and Writings (Series 0103-000)

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

Change: Series superseded by 0103-000-- lharris, 09 September 2013

046-008

Department of Agriculture Division of Water Resources Administration Section

Employee Personnel Files (Series 0158-046)

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

Change: Series superseded by 0036-000-- lharris, 09 September 2013

Employee Position Descriptions (Series 0159-046)

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

Change: Series superseded by 0038-000-- lharris, 09 September 2013

Employee Time Report Records (Series 0160-046)

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

Change: Series superseded by 0039-000-- lharris, 09 September 2013

Employment Applications - Not Hired (Series 0161-046)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: Series superseded by 0043-000-- lharris, 09 September 2013

Ledgers - General (Series 0163-046)

Description: General records maintained by agencies of financial receipts and expenditures normally used to monitor, manage, and verify agency budget.
Change: Series superseded by 0068-000-- lharris, 09 September 2013

Records Management Records (Series 0166-046)

Description: Documents related to the management of agency records including completed survey forms, inventories, and other miscellaneous materials such as correspondence or reference materials.

Change: Series superseded by 0095-000-- lharris, 09 September 2013

Request for Access to Records (Series 0167-046)

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

Change: Series superseded by 0098-000-- lharris, 09 September 2013

Chief Engineer

Correspondence - Policy Related (Series 0277-046)

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.

Change: Series superseded by 0027-000-- lharris, 09 September 2013

Correspondence - Routine (Series 0172-046)

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.

Change: Series superseded by 0028-000-- lharris, 09 September 2013

Correspondence - Routine (Series 0172-046)

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.

Change: Series superseded by 0028-000-- lharris, 09 September 2013

Grant Files - Funded (Series 0174-046)

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

Change: Series superseded by 0049-000-- lharris, 10 September 2013

Memoranda of Understanding or Agreement - Interagency (Series 0178-046)

Description: Formal agreements reached between state, local, and/or federal agencies.
Change: series superseded by 0074-000-- lharris, 03 October 2013

Field Office

Correspondence - Policy Related (Series 0262-046)

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.

Change: Series superseded by 0027-000-- lharris, 10 September 2013

Correspondence - Routine (Series 0188-046)

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.

Change: Series superseded by 0028-000-- lharris, 10 September 2013

Legal Section

Photographs and Slides (Series 0212-046)

Description: Photographs and slides of water structures and other images related to water use.

Change: Series superseded by 0083-000-- lharris, 10 September 2013

Water Appropriation

Batch Transmittal Forms (Series 0233-046)

Description: Completed forms used to control microfilming of documents.

Change: Series superseded by 0013-000-- lharris, 10 September 2013

Water Structures

Employee Training Course Materials (Series 0267-046)

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

Change: Series superseded by 0040-000-- lharris, 10 September 2013

Employee Training Records (Series 0266-046)

Description: Correspondence, reports, and other records relating to the operation of agency sponsored training programs and to employee participation in training

programs sponsored by external organizations.

Change: Series superseded by 0041-000-- lharris, 10 September 2013

Photographs - Water Structures (Series 0249-046)

Description: Photographs of various water structures.

Change: Series superseded by 0083-000-- lharris, 10 September 2013

055-001

Animal Health Department

Administration

Annual and Special Reports (Series 0001-055)

Description: General and specific reports on agency activities.

Change: superseded by 0005-000-- lharris, 03 September 2013

Budget Preparation Files - Annual (Series 0002-055)

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

Change: Series superseded by 0016-000-- lharris, 03 September 2013

Budget Requests and Appeals - Annual (Series 0003-055)

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

Change: superseded by 0017-000-- lharris, 03 September 2013

Contracts (Series 0004-055)

Description: Legal agreements with individuals and organizations. Includes all associated documents, eg. DA-146 series.

Change: Series superseded by 0026-000-- lharris, 03 September 2013

Employee Personnel Files (Series 0005-055)

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

Change: Series superseded by 0036-000-- lharris, 03 September 2013

Employee Time Report Records (Series 0006-055)

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.

Change: Series superseded by 0039-000-- lharris, 03 September 2013

Employment Applications - Not Hired (Series 0007-055)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: Series superseded by 0043-000-- lharris, 03 September 2013

Publications (Series 0009-055)

Description: Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the agency.

Change: Series superseded by 0091-000-- lharris, 03 September 2013

Purchasing Records (Series 0010-055)

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

Change: Series superseded by 0093-000-- lharris, 03 September 2013

Vouchers - Purchase (Series 0014-055)

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

Change: Series superseded by 0125-000-- lharris, 03 September 2013

Vouchers - Receipts (Series 0012-055)

Description: Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.

Change: Series superseded by 0126-000-- lharris, 03 September 2013

Vouchers - Travel (Series 0013-055)

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

Change: Series superseded by 0127-000-- lharris, 03 September 2013

055-002

Animal Health Department

Animal Facilities Inspection

Correspondence - Policy Related (Series 0016-055)

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.

Change: Series superseded by 0027-000-- lharris, 05 September 2013

Correspondence - Routine (Series 0017-055)

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.

Change: Series superseded by 0028-000-- lharris, 03 September 2013

Employee Personnel Files - Office Copies (Series 0018-055)

Description: Copies of documents in agency's Employee Personnel Files associated with employment of specific personnel (applications, evaluations, etc.) maintained for convenience of reference.

Change: Series superseded by 0037-000-- lharris, 05 September 2013

Legislative Relations Files (Series 0021-055)

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

Change: Series superseded by 0069-000-- lharris, 03 September 2013

058-001

Kansas Commission on Human Rights

Accounts Payable Records (Series 0003-058)

Description: Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.

Change: series superseded by 0001-000-- lharris, 27 September 2013

Accounts Receivable Records (Series 0004-058)

Description: Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.

Change: series superseded by 0002-000-- lharris, 27 September 2013

Agency Director's Files (Series 0005-058)

Description: Correspondence, reports, budgets, etc. relating to the administration and operation of the agency.

Change: series superseded by 0004-000-- lharris, 27 September 2013

Annual and Special Reports (Series 0006-058)

Description: General and specific reports on agency activities.

Change: series superseded by 0005-000-- lharris, 27 September 2013

Bid Records (Series 0008-058)

Description: Documents related to requests for proposals, bids, quotations, or estimates.

Change: series superseded by 0014-000-- lharris, 27 September 2013

Board Packets (Series 0009-058)

Description: Agenda, minutes, background information, etc. relating to meetings of a board or commission.

Change: series superseded by 0015-000-- lharris, 27 September 2013

Budget Preparation Files - Annual (Series 0010-058)

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

Change: series superseded by 0016-000-- lharris, 27 September 2013

Budget Requests and Appeals - Annual (Series 0011-058)

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

Change: series superseded by 0017-000-- lharris, 27 September 2013

Contracts (Series 0013-058)

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

Change: series superseded by 0026-000-- lharris, 27 September 2013

Correspondence - Policy Related (Series 0014-058)

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.

Change: series superseded by 0027-000-- lharris, 27 September 2013

Correspondence - Routine (Series 0015-058)

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.

Change: series superseded by 0028-000-- lharris, 27 September 2013

Employee Personnel Files (Series 0016-058)

Description: Documents associated with the employment of specific personnel:

employee evaluation forms, applications of employment, and other personnel materials.

Change: series superseded by 0036-000-- lharris, 27 September 2013

Employee Time Records (Series 0017-058)

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.

Change: series superseded by 0039-000-- lharris, 27 September 2013

Minutes (Series 0021-058)

Description: Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.

Change: series superseded by 0075-000-- lharris, 27 September 2013

Purchasing Records (Series 0023-058)

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

Change: series superseded by 0093-000-- lharris, 27 September 2013

Technical Reference Files (Series 0024-058)

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.

Change: series superseded by 0113-000-- lharris, 27 September 2013

Telephone Billing Records (Series 0025-058)

Description: Copies of computer billings and supporting documents concerning the use of a telecommunications service provider.

Change: series superseded by 0116-000-- lharris, 27 September 2013

Vouchers - Purchase (Series 0026-058)

Description: Copies of documents used to order and pay for goods and services: DA forms 100 thru 109, and DA-120.

Change: series superseded by 0125-000 - Vouchers - Accounts Payable-- lharris, 27 September 2013

Vouchers - Receipts (Series 0027-058)

Description: Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.

Change: series superseded by 0126-000-- lharris, 27 September 2013

Vouchers - Travel (Series 0028-058)

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

Change: series superseded by 0127-000-- lharris, 27 September 2013

094-001

Office of the State Bank Commissioner

Annual Reports - Licensees (Series 0003-454)

Description: Forms sent to licensees to fill out each year in order to obtain information used to compile the agency annual report.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 23 July 2013

Complaint Files (Series 0011-454)

Description: Documents related to complaints made by consumers against licensees, registrants, and investment certificate companies and actions taken by the agency.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 23 July 2013

105-001

State Board of Healing Arts

Administrative Records - General (Series 0001-105)

Description: Wide variety of records created and maintained for "housekeeping" purposes to include vouchers, payroll records, inventory, personnel records, etc. See general schedules.

Change: Superseded by relevant general schedule entries (see series description).-- mwiget, 25 September 2013

Minutes (Series 0021-105)

Description: Proceedings of the Board of Healing Arts (and predecessor boards) meetings.

Change: Superseded by 0075-000, Minutes, on general schedule.-- mwiget, 25 September 2013

Records Requests (Series Unknown)

Change: Superseded by 0098-000, Requests for Access to Records-- mwiget, 25 September 2013

167-001

Kansas Dental Board

Accounts Payable Records (Series 0001-167)

Description: Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.

Change: series superseded by 0001-000-- lharris, 24 September 2013

Accounts Receivable Records (Series 0002-167)

Description: Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.

Change: series superseded by 0002-000-- lharris, 24 September 2013

Annual and Special Reports (Series 0003-167)

Description: General and specific reports on agency activities.

Change: series superseded by 0005-000-- lharris, 24 September 2013

Audit Reports (Series 0004-167)

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

Change: series superseded by 0004-000-- lharris, 24 September 2013

Budget Preparation Files - Annual (Series 0005-167)

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

Change: series superseded by 0016-000-- lharris, 24 September 2013

Budget Requests and Appeals - Annual (Series 0006-167)

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

Change: series superseded by 0017-000-- lharris, 24 September 2013

Contracts (Series 0008-167)

Description: Legal agreements with individuals and organizations. Includes all associated documents, eg. DA-146 series.

Change: series superseded by 0026-000-- lharris, 24 September 2013

Correspondence - Policy Related (Series 0009-167)

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.

Change: series superseded by 0027-000-- lharris, 24 September 2013

Correspondence - Routine (Series 0010-167)

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.

Change: series superseded by 0028-000-- lharris, 24 September 2013

Employee Personnel Files (Series 0011-167)

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

Change: series superseded by 0036-000-- lharris, 24 September 2013

Employee Position Descriptions (Series 0012-167)

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

Change: series superseded by 0038-000-- lharris, 24 September 2013

Employee Time Report Records (Series 0013-167)

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

Change: series superseded by 0039-000-- lharris, 24 September 2013

Employee Withholding Allowance Certificates (Series 0014-167)

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

Change: series superseded by 0042-000-- lharris, 24 September 2013

Employment Applications - Not Hired (Series 0015-167)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: series superseded by 0043-000-- lharris, 24 September 2013

Equal Employment Opportunity Grievance Files (Series 0016-167)

Description: Documents related to discrimination charges concerning employment made against an agency and subsequent investigations.

Change: series superseded by 0045-000-- lharris, 27 September 2013

Equal Employment Opportunity Plans (Series 0017-167)

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

Change: series superseded by 0046-000-- lharris, 24 September 2013

Equipment Operation Records (Series 0018-167)

Description: Documents related to the use of agency equipment (e.g.. Photocopy logs, check-out forms, use request forms, etc.) including photocopiers, typewriters, computers, calculators, adding machines, etc.

Change: series superseded by 0048-000-- lharris, 24 September 2013

Hearing and Meeting Transcripts and Electronic Media Recordings (Series 0020-167)

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

Change: series superseded by 0052-000-- lharris, 24 September 2013

Kansas Public Disclosure Commission Statements of Substantial Interest (Series 0022-167)

Description: Agency copies of statements of substantial interest requested on a yearly basis and filed with the Secretary of State's Office.

Change: series superseded by 0062-000-- lharris, 24 September 2013

Leases - Real Property and Capital Equipment (Series 0023-167)

Description: Documents related to the leasing of real estate and equipment.

Change: series superseded by 0066-000-- lharris, 24 September 2013

Leave Requests (Series 0024-167)

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

Change: series superseded by 0067-000-- lharris, 24 September 2013

Ledgers - General (Series 0025-167)

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

Change: series superseded by 0068-000-- lharris, 24 September 2013

Legislative Relations Files (Series 0026-167)

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

Change: series superseded by 0069-000-- lharris, 24 September 2013

Minutes (Series 0029-167)

Description: Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.

Change: series superseded by 0075-000-- lharris, 24 September 2013

Payroll Deduction Authorization Records - General (Series 0030-167)

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

Change: series superseded by 0078-000-- lharris, 24 September 2013

Payroll Direct Deposit Authorization Records (Series 0031-167)

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

Change: series superseded by 0079-000-- lharris, 24 September 2013

Payroll Warrant Registers (Series 0032-167)

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

Change: series superseded by 0080-000-- lharris, 24 September 2013

Postal Records (Series 0033-167)

Description: Records concerning the use of the U.S. Postal Service and express companies: mailing logs, postage purchase reports, registered mail receipts, express company receipts, mailing permits, etc.

Change: series superseded by 0085-000-- lharris, 24 September 2013

Property Disposition Records - Non-Expendable (Series 0034-167)

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

Change: series superseded by 0090-000-- lharris, 24 September 2013

Publications (Series 0035-167)

Description: Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the agency.

Change: series superseded by 0091-000-- lharris, 24 September 2013

Purchase Requests - Internal (Series 0036-167)

Description: Documents used by subordinate organizations to request purchases of

goods and services through the agency central purchasing office.
Change: series superseded by 0092-000-- lharris, 24 September 2013

Purchasing Records (Series 0037-167)

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

Change: series superseded by 0093-000-- lharris, 27 September 2013

Receipts Records - Cash (Series 0038-167)

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

Change: series superseded by 0094-000-- lharris, 24 September 2013

SHaRP Reports (Series 0039-167)

Description: Computer reports concerning agency payroll issued on a periodic basis from the Division of Accounts and Reports to agencies in the Statewide Human Resources and Payroll Project.

Change: series superseded by 0102-000-- lharris, 24 September 2013

STARS Reports: Daily Financial (Series 0040-167)

Description: 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 Systems.

Change: series superseded by 0104-000-- lharris, 24 September 2013

STARS Reports: Monthly Financial (Series 0041-167)

Description: 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 Systems.

Change: series superseded by 0105-000-- lharris, 24 September 2013

STARS Reports: Yearly Financial (Series 0042-167)

Description: Computer reports regarding agency financial status issued on a yearly basis from the Division of Accounts and Reports to the Statewide Accounting and Reporting Systems.

Change: series superseded by 0106-000-- lharris, 24 September 2013

Telecommunications Logs (Series 0043-167)

Description: Registers recording incoming and outgoing telephone calls and fax transmissions.

Change: series superseded by 0114-000-- lharris, 24 September 2013

Telephone Billing Records (Series 0044-167)

Description: Copies of computer billings and supporting documents concerning the use of a telecommunications service provider.

Change: series superseded by 0116-000-- lharris, 24 September 2013

Travel Request and Authorization Records (Series 0045-167)

Description: Records related to employee travel: DA forms 25 (Request for Out of State Travel) and various internal documents.

Change: series superseded by 0118-000-- lharris, 24 September 2013

Vouchers - Journal (Series 0046-167)

Description: DA forms 35 series used to adjust financial account balances.

Change: series superseded by 0124-000-- lharris, 24 September 2013

Vouchers - Purchase (Series 0048-167)

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

Change: series superseded by 0125-000 - Vouchers - Accounts Payable-- lharris, 27 September 2013

Vouchers - Travel (Series 0047-167)

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

Change: series superseded by 0127-000-- lharris, 24 September 2013

204-001

Board of Mortuary Arts

Budget Preparation Files - Annual (Series 0004-204)

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

Change: superseded to general schedule 0016-000.-- dgarwood, 25 September 2013

Correspondence - Policy Related (Series 0009-204)

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.

Change: superseded to general schedule 0027-000.-- dgarwood, 25 September 2013

Employee Personnel Files - Board Members (Series 0014-204)

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

Change: superseded to general schedule 0036-000, Employee Personnel Files.-- dgarwood, 25 September 2013

Inventory Records - Expendable Property (Series 0024-204)

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

Change: superseded to general schedule 0060-000.-- dgarwood, 25 September 2013

Legislative Relations Files (Series 0025-204)

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

Change: superseded to general schedule 0069-000.-- dgarwood, 25 September 2013

Purchasing Records (Series 0031-204)

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

Change: superseded to general schedule 0093-000.-- dgarwood, 25 September 2013

Receipts Records - Cash (Series 0032-204)

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

Change: superseded to general schedule 0094-000.-- dgarwood, 25 September 2013

Rules and Regulations Files (Series 0035-204)

Description: Variety of documents related to proposed changes in the administrative regulations pertaining to the board.

Change: superseded to general schedule 0228-000.-- dgarwood, 25 September 2013

STARS Reports: Monthly Financial (Series 0037-204)

Description: 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 Systems.

Change: superseded to general schedule 0105-000.-- dgarwood, 25 September 2013

Vouchers - Purchase (Series 0041-204)

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

Change: superseded to general schedule 0125-000, Vouchers-Accounts Payable.-- dgarwood, 25 September 2013

206-001

Board of Emergency Medical Services

Contracts (Series 0004-206)

Description: Legal agreements with individuals and organizations. Includes all associated documents, eg. DA-146 series.

Change: superseded to general schedule 0026-000.-- dgarwood, 08 October 2013

Correspondence - Policy Related (Series 0005-206)

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.

Change: superseded to general schedule 0027-000.-- dgarwood, 08 October 2013

Correspondence - Routine (Series 0006-206)

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.

Change: superseded to general schedule 0028-000.-- dgarwood, 08 October 2013

Hearing and Meeting Transcripts and Electronic Media Recordings (Series 0012-206)

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

Change: superseded to general schedule 0052-000.-- dgarwood, 08 October 2013

Leave Requests (Series 0019-206)

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

Change: superseded to general schedule 0067-000.-- dgarwood, 08 October 2013

247-001

Governmental Ethics Commission

Budget Preparation Files - Annual (Series 0003-247)

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

Change: supersede to general schedule 0016-000.-- dgarwood, 08 October 2013

Budget Requests and Appeals - Annual (Series 0004-247)

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

Change: superseded to general schedule 0017-000.-- dgarwood, 08 October 2013

Clipping Files (Series 0009-247)

Description: Newspaper clippings compiled regarding agency activities.

Change: superseded to general schedule 0021-000.-- dgarwood, 08 October 2013

Contracts (Series 0011-247)

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

Change: supersede to general schedule 0026-000.-- dgarwood, 08 October 2013

Correspondence - Routine (Series 0013-247)

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.

Change: superseded to general schedule 0028-000.-- dgarwood, 08 October 2013

Employee Personnel Files (Series 0017-247)

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

Change: superseded to general schedule 0036-000.-- dgarwood, 08 October 2013

Employee Time Report Records (Series 0018-247)

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.

Change: superseded to general schedule 0039-000.-- dgarwood, 08 October 2013

Legislative Relations Files (Series 0021-247)

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

Change: supersede to general schedule 0069-000.-- dgarwood, 08 October 2013

Payroll Warrant Registers (Series 0030-247)

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

Change: superseded to general schedule 0080-000.-- dgarwood, 08 October 2013

Publications (Series 0031-247)

Description: Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the agency.

Change: superseded to general schedule 0091-000.-- dgarwood, 08 October 2013

SHaRP Reports (Series 0034-247)

Description: Computer reports concerning agency payroll issued on a periodic basis from the Division of Accounts and Reports to agencies in the Statewide Human Resources and Payroll Project.

Change: superseded to general schedule 0102-000.-- dgarwood, 08 October 2013

STARS Reports: Daily Financial (Series 0035-247)

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

Change: superseded to general schedule 0104-000.-- dgarwood, 08 October 2013

STARS Reports: Monthly Financial (Series 0036-247)

Description: 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 Systems.

Change: superseded to general schedule 0105-000.-- dgarwood, 08 October 2013

Telecommunications Logs (Series 0041-247)

Description: Registers recording incoming and outgoing telephone calls and fax transmissions.

Change: superseded to general schedule 0114-000.-- dgarwood, 08 October 2013

276-000

Kansas Department of Transportation

All Divisions

All Divisions

Employee Personnel Files - Office Copies (Series 0003-276)

Description: Copies of documents in agency's Employee Personnel Files associated with employment of specific personnel (applications, evaluations, etc.) maintained for

convenience of reference.

Change: moved to general schedule 0037-000-- dgarwood, 10 October 2013

296-002

Department of Labor
Division of Staff Services

Correspondence - Routine (Series 0018-296)

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.

Change: superseded to general schedule 0027-000.-- dgarwood, 25 September 2013

Leases - Real Property and Capital Equipment (Series 0033-296)

Description: Documents related to the leasing of real estate and equipment.

Change: superseded to general schedule 0066-000.-- dgarwood, 25 September 2013

Vouchers - Travel (Series 0042-296)

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

Change: superseded to general schedule 0127-000.-- dgarwood, 25 September 2013

296-003

Department of Labor
Division of Employment Security

Annual and Special Reports (Series 0046-296)

Description: General and specific reports on agency activities.

Change: superseded to general schedule 0005-000.-- dgarwood, 25 September 2013

Budget Preparation Files - Annual (Series 0049-296)

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

Change: superseded to general schedule 0016-000.-- dgarwood, 25 September 2013

Budget Requests and Appeals - Annual (Series 0050-296)

Description: Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 thru 5118 and associated supporting documents.

Change: superseded to general schedule 0017-000.-- dgarwood, 25 September 2013

Correspondence - Policy Related (Series 0057-296)

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.

Change: superseded to general schedule 0027-000.-- dgarwood, 25 September 2013

Correspondence - Routine (Series 0058-296)

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.

Change: superseded to general schedule 0028-000.-- dgarwood, 25 September 2013

Grant Files - Unfunded (Series 0074-296)

Description: Applications and supporting documentation relating to federal, state, and private grants submitted by agencies which were not funded.

Change: superseded to general schedule 0050-000.-- dgarwood, 25 September 2013

Telecommunications Logs (Series 0105-296)

Description: Registers recording incoming and outgoing telephone calls and fax transmissions.

Change: superseded to general schedule 0114-000.-- dgarwood, 25 September 2013

450-001

Kansas Lottery

Executive Division

Director

Agency Director's Files (Series 0002-000)

Description: Correspondence, reports, budgets, etc. relating to the administration and operation of the agency.

Change: series superseded by 0004-000-- lharris, 24 September 2013

Legislative Relations Files (Series 0022-000)

Description: Copies of bills, drafts of legislation, notes, correspondence, testimony, etc. relating to various legislative activities.

Change: series superseded by 0069-000-- lharris, 24 September 2013

Professional Organizations Files (Series 0028-000)

Description: Documents relating to membership/participation in professional organizations.

Change: series superseded by 0088-000-- lharris, 24 September 2013

Legal

Leases - Real Property and Capital Equipment (Series 0083-000)

Description: Documents related to the leasing of real estate and equipment.

Change: series superseded by 0066-000-- lharris, 24 September 2013

Legislative Relations Files (Series 0022-000)

Description: Copies of bills, drafts of legislation, notes, correspondence, testimony, etc. relating to various legislative activities.

Change: series superseded by 0069-000-- lharris, 24 September 2013

Litigation Case Files (Series 0023-000)

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

Change: series superseded by 0071-000-- lharris, 24 September 2013

Personnel

Budget Preparation Files - Annual (Series 0001-450)

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

Change: series superseded by 0016-000-- lharris, 24 September 2013

Correspondence - Policy Related (Series 0002-450)

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.

Change: series superseded by 0027-000-- lharris, 24 September 2013

Correspondence - Routine (Series 0003-450)

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.

Change: series superseded by 0028-000-- lharris, 24 September 2013

Employee Personnel Files (Series 0005-450)

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

Change: series superseded by 0036-000-- lharris, 24 September 2013

Employee Position Descriptions (Series 0006-450)

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

Change: series superseded by 0038-000-- lharris, 24 September 2013

Employee Time Report Records (Series 0007-450)

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.

Change: series superseded by 0039-000-- lharris, 24 September 2013

Employee Training Course Materials (Series 0008-450)

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

Change: series superseded by 0040-000-- lharris, 24 September 2013

Employee Training Records (Series 0009-450)

Description: Correspondence, reports, and other records relating to the operation of agency sponsored training programs and to employee participation in training programs sponsored by external organizations.

Change: series superseded by 0040-000-- lharris, 24 September 2013

Employee Withholding Allowance Certificates (Series 0010-450)

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

Change: series superseded by 0042-000-- lharris, 24 September 2013

Employment Applications - Not Hired (Series 0011-450)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: series superseded by 0043-000-- lharris, 24 September 2013

Equal Employment Opportunity Plans (Series 0013-450)

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

Change: series superseded by 0046-000-- lharris, 24 September 2013

Kansas Quality Management (KQM) Files (Series 0014-045)

Description: Variety of documents relating to the planning and implementation of KQM for the agency.

Change: series superseded by 0063-000-- lharris, 24 September 2013

Leave Requests (Series 0016-450)

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

Change: series superseded by 0067-000-- lharris, 24 September 2013

Organizational Charts (Series 0017-450)

Description: Records documenting the agency's current organizational structure.

Change: series superseded by 0076-000-- lharris, 24 September 2013

Payroll Adjustment Records (Series 0018-450)

Description: 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.

Change: series superseded by 0077-000-- lharris, 24 September 2013

Payroll Deduction Authorization Records - General (Series 0019-450)

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

Change: series superseded by 0078-000-- lharris, 24 September 2013

Payroll Direct Deposit Authorization Records (Series 0020-450)

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

Change: series superseded by 0079-000-- lharris, 24 September 2013

Payroll Warrant Registers (Series 0021-450)

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

Change: series superseded by 0080-000-- lharris, 24 September 2013

Procedures Manuals (Series 0153-450)

Description: Original copies of agency procedures issued in a collective manual.

Change: series superseded by 0087-000-- lharris, 24 September 2013

Recruitment Files (Series 0024-450)

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

Change: series superseded by 0096-000-- lharris, 24 September 2013

SHaRP Reports (Series 0025-450)

Description: Computer reports concerning agency payroll issued on a periodic basis from the Division of Accounts and Reports to agencies in the Statewide Human Resources and Payroll Project.

Change: series superseded by 0102-000-- lharris, 24 September 2013

Public Information Officer

Clippings Files (Series 0110-000)

Description: Newspaper clippings compiled regarding agency activities.

Change: series superseded by 0021-000-- lharris, 24 September 2013

Press Releases (Series 0146-450)

Description: Public information issued to the news media.

Change: series superseded by 0086-000-- lharris, 24 September 2013

Publications (Series 0147-450)

Description: Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the agency.

Change: series superseded by 0091-000-- lharris, 24 September 2013

Speeches and Writings (Series 0114-000)

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

Change: series superseded by 0103-000-- lharris, 24 September 2013

Purchasing

Correspondence - Routine (Series 0044-450)

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.

Change: series superseded by 0028-000-- lharris, 24 September 2013

Purchase Requests - Internal (Series 0023-450)

Description: Documents used by subordinate organizations to request purchases of goods and services through the agency central purchasing office.
Change: series superseded by 0092-000-- lharris, 24 September 2013

450-002

Kansas Lottery

Finance and Administrative Services Division

Inventory Records - Expendable Property (Series 0065-450)

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

Change: series superseded by 0060-000-- lharris, 24 September 2013

Inventory Records - Non-Expendable Property (Series 0066-450)

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

Change: series superseded by 0061-000-- lharris, 24 September 2013

Property Disposition Records - Non-Expendable (Series 0089-450)

Description: Copies of DA forms 110 and supporting documents used to removed capital equipment from agency inventory.

Change: series superseded by 0090-000-- lharris, 24 September 2013

Vouchers - Receipts (Series 0155-450)

Description: Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: DA forms

Change: series superseded by 0126-000-- lharris, 24 September 2013

Purchasing

Vouchers - Travel (Series 0154-450)

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

Change: series superseded by 0127-000-- lharris, 24 September 2013

450-004

Kansas Lottery

Marketing Division

Purchasing Records (Series 0148-450)

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

Change: series superseded by 0093-000-- lharris, 24 September 2013

488-001

Board of Optometry Examiners

Budget Preparation Files - Annual (Series 0002-488)

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

Change: series superseded by 0016-000-- lharris, 18 September 2013

Correspondence - Routine (Series 0007-488)

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.

Change: series superseded by 0028-000-- lharris, 18 September 2013

Minutes (Series 0012-488)

Description: Proceedings of regular or special meetings of the Board.

Change: series superseded by 0075-000-- lharris, 18 September 2013

Photographic and Video Materials (Series 0014-488)

Description: Photo-prints, negatives, slides, films, and videotapes.

Change: series superseded by 0083-000-- lharris, 18 September 2013

Policy Statements (Series 0015-488)

Description: Original copies of formal explanations of agency policies and procedures issued in individual statement formats.

Change: series superseded by 0084-000-- lharris, 18 September 2013

Procedures Manuals (Series 0022-488)

Description: Original copies of agency procedures issued in a collective manual.

Change: series superseded by 0087-000-- lharris, 18 September 2013

Receipts Records - Cash (Series 0016-488)

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

Change: series superseded by 0094-000-- lharris, 18 September 2013

Vouchers - Purchase (Series 0021-488)

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

Change: series superseded by 0125-000-- lharris, 18 September 2013

531-001

Board of Pharmacy

Bank Statements and Cancelled Checks (Series 0002-531)

Change: series superseded by 0012-000-- lharris, 11 October 2013

Budgets and Budget Preparation Files (Series 0003-531)

Change: series superseded by 0016-000-- lharris, 11 October 2013

Correspondence - Routine (Series 0008-531)

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.

Change: series superseded by 0028-000-- lharris, 11 October 2013

Employee Personnel Files (Series 0010-531)

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

Change: series superseded by 0036-000-- lharris, 11 October 2013

Minutes - Board Meetings (Series 0019-531)

Change: series superseded by 0075-000-- lharris, 11 October 2013

Receipt Records - Cash (Series 0021-531)

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

Change: series superseded by 0094-000-- lharris, 11 October 2013

Vouchers - Receipts (Series 0040-531)

Description: Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.

Change: series superseded by 0126-000-- lharris, 11 October 2013

565-006

Department of Revenue
Office of the Secretary
Administrative Services

Inventory Records - Non-Expendable Property (Series 0088-565)

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

Change: supersede to general schedule 0060-000.-- dgarwood, 08 October 2013

Inventory Records - Non-Expendable Property (Series 0088-565)

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

Change: supersede to general schedule 0060-000.-- dgarwood, 08 October 2013

Inventory Records - Non-Expendable Property (Series 0088-565)

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

Change: supersede to general schedule 0060-000.-- dgarwood, 08 October 2013

Inventory Records - Non-Expendable Property (Series 0088-565)

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

Change: supersede to general schedule 0060-000.-- dgarwood, 08 October 2013

Ledgers - General (Series 0091-565)

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

Change: supersede to general schedule 0068-000.-- dgarwood, 08 October 2013

Property Disposition Records - Non Expendable (Series 0104-565)

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

Change: supersede to general schedule 0090-000.-- dgarwood, 08 October 2013

Budget/Purchasing Section

Vendor Files (Series 0110-565)

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

Change: supersede to general schedule 0121-000.-- dgarwood, 08 October 2013

Personnel Services Bureau

Correspondence - Policy Related (Series 0076-565)

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.

Change: superseded to general schedule 0027-000.-- dgarwood, 08 October 2013

Correspondence - Routine (Series 0077-565)

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.

Change: superseded to general schedule 0028-000.-- dgarwood, 08 October 2013

Employee Time Report Records (Series 0080-565)

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.

Change: superseded to general schedule 0039-000.-- dgarwood, 08 October 2013

Payroll Deduction Authorization Records - General (Series 0101-565)

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

Change: superseded to general schedule 0078-000.-- dgarwood, 08 October 2013

Payroll Direct Deposit Authorization Records (Series 0102-565)

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

Change: superseded to general schedule 0079-000.-- dgarwood, 08 October 2013

Quality Control Bureau

Ledgers - General (Series 0092-565)

Description: General records maintained by agencies of financial receipts and

expenditures normally used to monitor, manage, and verify agency budget.
Change: supersede to general schedule 0068-000.-- dgarwood, 08 October 2013

Records Services Bureau

Ledgers - General (Series 0093-565)

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

Change: supersede to general schedule 0068-000.-- dgarwood, 08 October 2013

604-002

Kansas State School for the Blind

Superintendent's Office

Voice Mail Messages (Series 0066-604)

Description: Sound recordings produced by a voice mail system designed to leave messages for the receiver.

Change: series superseded by 0123-000-- lharris, 30 September 2013

604-003

Kansas State School for the Blind

Human Resources Office

Correspondence - Policy Related (Series 0073-604)

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.

Change: series superseded by 0027-000-- lharris, 30 September 2013

Correspondence - Routine (Series 0074-604)

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.

Change: series superseded by 0028-000-- lharris, 30 September 2013

604-005

Kansas State School for the Blind

Support Services

Annual and Special Reports (Series 0156-604)

Description: General and specific reports on agency activities.

Change: series superseded by 0005-000-- lharris, 02 October 2013

Correspondence - Policy Related (Series 0159-604)

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.

Change: series superseded by 0027-000-- lharris, 02 October 2013

Internal Memos - Policy Related (Series 0164-604)

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.

Change: series superseded by 0058-000-- lharris, 02 October 2013

610-001

Kansas School for the Deaf

Administration

Superintendent, Office of the

Budget Preparation Files - Annual (Series 0030-610)

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

Change: series superseded by 0016-000-- lharris, 18 September 2013

Leave Requests (Series 0031-610)

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

Change: series superseded by 0067-000-- lharris, 18 September 2013

610-002

Kansas School for the Deaf

Support Services

Business Office

Audit Reports (Series 0057-610)

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

Change: series superseded by 0009-000-- lharris, 18 September 2013

Capital Improvement Projects Files (Series 0056-610)

Description: Records related to construction and renovation projects: correspondence, bids, specifications, plans, drawings, reports, notes, etc.

Change: series superseded by 0020-000-- lharris, 18 September 2013

Contracts (Series 0055-610)

Description: Copies of standard state contracts negotiated by the Division of Purchases and miscellaneous information on commodities purchased by the school.

Change: series superseded by 0026-000-- lharris, 18 September 2013

Purchasing Records (Series 0049-610)

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

Change: series superseded by 0093-000-- lharris, 18 September 2013

STARS Reports: Daily Financial (Series 0133-610)

Description: 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 Systems.

Change: series superseded by 0104-000-- lharris, 18 September 2013

STARS Reports: Monthly Financial (Series 0132-610)

Description: 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 Systems.

Change: series superseded by 0105-000-- lharris, 18 September 2013

STARS Reports: Yearly Financial (Series 0134-610)

Description: Computer reports regarding agency financial status issued on a yearly basis from the Division of Accounts and Reports to the Statewide Accounting and Reporting Systems.

Change: series superseded by 0106-000-- lharris, 18 September 2013

Telephone Billing Records (Series 0052-610)

Description: Copies of computer billings and supporting documents concerning the use of a telecommunications service provider.

Change: series superseded by 0116-000-- lharris, 18 September 2013

Vehicle Operation Records (Series 0048-610)

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

Change: series superseded by 0120-000-- lharris, 18 September 2013

Vouchers - Purchase (Series 0047-610)

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

Change: series superseded by 0125-000-- lharris, 18 September 2013

Personnel/Payroll

Employee Personnel Files (Series 0076-610)

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

Change: series superseded by 0036-000-- lharris, 18 September 2013

Employee Time Report Records (Series 0073-610)

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.

Change: series superseded by 0039-000-- lharris, 18 September 2013

Leave Requests (Series 0075-610)

Description: Internal forms used to request and authorize employee leave.

Change: series superseded by 0067-000-- lharris, 18 September 2013

SHaRP Reports (Series 0071-610)

Description: Computer reports concerning agency payroll issued on a periodic basis from the Division of Accounts and Reports to agencies in the Statewide Human Resources and Payroll Project.

Change: series superseded by 0102-000-- lharris, 18 September 2013

Physical Plant

Architectural Drawings, Plans, and Specifications (Series 0067-610)

Description: Records documenting the physical plant of the school.

Change: series superseded by 0007-000-- lharris, 18 September 2013

Equipment Maintenance and Ownership Records (Series 0063-610)

Description: Documents related to the legal ownership, and maintenance of agency

equipment: legal titles, warranties, maintenance logs, etc.
Change: series superseded by 0047-000-- lharris, 18 September 2013

610-003
Kansas School for the Deaf
Related Services
Health Services

Policy Statements (Series 0042-610)
Description: Original copies of formal explanations of agency policies and procedures issued in individual statement formats.
Change: series superseded by 0084-000-- lharris, 18 September 2013

Procedures Manuals (Series 0136-610)
Description: Original copies of agency procedures issued in a collective manual.
Change: series superseded by 0087-000-- lharris, 18 September 2013

634-001
State Conservation Commission
Administrative Operations

Accounts Payable Records (Series 0001-634)
Description: Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.
Change: Series superseded by 0001-000-- lharris, 05 September 2013

Accounts Receivable Records (Series 0002-634)
Description: Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.
Change: Series superseded by 0002-000-- lharris, 05 September 2013

Budget Preparation Files - Annual (Series 0007-634)
Description: Documents used in the preparation of the annual agency budget: correspondence, draft budget requests computer reports, notes, and other miscellaneous materials,
Change: Series superseded by 0016-000-- lharris, 05 September 2013

Budget Requests and Appeals - Annual (Series 0008-634)
Description: Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA form 400 thru 519 and associated supporting

documents.

Change: Series superseded by 0017-000-- lharris, 05 September 2013

Committee Files (Series 0011-634)

Description: Records relating to the establishment, organization, membership, policies, activities and accomplishments of internal, interagency, and advisory committees.

Change: Series superseded by 0022-000-- lharris, 05 September 2013

Correspondence - Policy Related (Series 0013-634)

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 organization history of the agency.

Change: Series superseded by 0027-000-- lharris, 05 September 2013

Correspondence - Routine (Series 0014-634)

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.

Change: Series superseded by 0028-000-- lharris, 05 September 2013

Director's Files (Series 0017-634)

Description: Documents relating to the operation and administration of the agency.

Change: Series superseded by 0004-000-- lharris, 05 September 2013

Employee Personnel Files (Series 0018-634)

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

Change: Series superseded by 0036-000-- lharris, 05 September 2013

Employee Time Report Records (Series 0019-634)

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.

Change: Series superseded by 0039-000-- lharris, 05 September 2013

Inventory Records - Expendable Property (Series 0023-634)

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

Change: Series superseded by 0060-000-- lharris, 05 September 2013

Inventory Records - Non-Expendable Property (Series 0024-634)

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

Change: Series superseded by 0061-000-- lharris, 05 September 2013

Legislative Relations Files (Series 0030-634)

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

Change: Series superseded by 0069-000-- lharris, 05 September 2013

Memoranda of Understanding or Agreement - Interagency (Series 0032-634)

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

Change: Series superseded by 0074-000-- lharris, 05 September 2013

Minutes - Commission Meetings (Series 0033-634)

Description: Proceedings of regular or special meetings of the commission.

Change: Series superseded by 0075-000-- lharris, 05 September 2013

Payment Vouchers (Series 0041-634)

Description: Vouchers used to pay an individual for cost-shared conservation projects.

Change: Series superseded by 0125-000-- lharris, 05 September 2013

Photographic and Video Materials (Series 0042-634)

Description: Photo-prints, negatives, slides, films, and videotapes.

Change: Series superseded by 0083-000-- lharris, 05 September 2013

Policy Statements (Series 0044-634)

Description: Original copies of formal explanations of agency policies and procedures issued in individual statement formats.

Change: Series superseded by 0084-000-- lharris, 05 September 2013

Policy and Procedures Manuals - Working Files (Series 0043-634)

Description: Working documents relating to creation of agency policies and procedures.

Change: Drafts & working documents should be considered part of 0084-000 or 0087-000 and destroyed when finished copy is complete.-- mwiget, 09 October 2013

Procedures Manuals (Series 0069-634)

Description: Original copies of agency procedures issued in a collective manual.
Change: Series superseded by 0087-000-- lharris, 05 September 2013

Program Summary (Series 0045-634)

Description: Printed report summarizing agency programs replacing the agency annual report.

Change: Supersede to 0005-000, Annual and Special Reports.-- mwiget, 09 October 2013

Property Disposition Records - Non-Expendable (Series 0046-634)

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

Change: Series superseded by 0090-000-- lharris, 05 September 2013

Publications (Series 0047-634)

Description: Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the agency.

Change: Series superseded by 0091-000-- lharris, 05 September 2013

SHaRP Reports (Series 0053-634)

Description: Computer reports concerning agency payroll issued on a periodic basis from the Division of Accounts and Reports to agencies in the Statewide Human Resources and Payroll Project.

Change: Series superseded by 0102-000-- lharris, 05 September 2013

STARS Reports: Daily Financial (Series 0054-634)

Description: 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 Systems.

Change: Series superseded by 0104-000-- lharris, 05 September 2013

STARS Reports: Yearly Financial (Series 0055-634)

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

Change: Series superseded by 0106-000-- lharris, 05 September 2013

Technical Reference Files (Series 0058-634)

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.

Change: Series superseded by 0113-000-- lharris, 05 September 2013

Travel Request and Authorization Records (Series 0060-634)

Description: Records related to employee travel: DA forms 25 (Request for Out of State Travel) and various internal documents.

Change: Series superseded by 0118-000-- lharris, 05 September 2013

Vouchers - Purchase (Series 0063-634)

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

Change: Series superseded by 0125-000-- lharris, 05 September 2013

Vouchers - Receipts (Series 0061-634)

Description: Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.

Change: Series superseded by 0126-000-- lharris, 05 September 2013

Vouchers - Travel (Series 0062-634)

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

Change: Series superseded by 0127-000-- lharris, 05 September 2013

Land Reclamation Program

Rules and Regulations Files (Series 0051-634)

Description: Copies of federal and state statutes and regulations relating to the program and maintained for convenience of reference.

Change: Series superseded by 0228-000-- lharris, 05 September 2013

Non Point Source Pollution Control

Contracts - Local Conservation Districts (Series 0070-634)

Description: Yearly legal agreements with individuals and organizations. Includes all associated documents.

Change: Superseded to 0026-000, Contracts, on general schedule.-- mwiget, 16 October 2013

Riparian & Wetlands Program

Contracts - Buffer Technical Assistance (Series 0071-634)

Description: Yearly legal agreements with individuals and organizations. Includes all associated documents.

Change: Superseded to 0026-000, Contracts, on general schedule.-- mwiget, 16 October 2013

Watershed District Programs

Annual and Special Reports (Series 0003-634)

Description: General and specific reports on agency activities.

Change: superseded by 0005-000-- lharris, 05 September 2013

Audit Reports (Series 0005-634)

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

Change: Series superseded by 0009-000-- lharris, 05 September 2013

Rules and Regulation Files (Series 0050-634)

Description: Copies of federal and state statutes and regulations relating to the programs and maintained for convenience of reference.

Change: Series superseded by 0228-000-- lharris, 05 September 2013

652-001

Kansas State Department of Education

Learning and Innovative Services

State and Federal Programs Section

Administration

Correspondence - Routine (Series 0206-652)

Description: Letters received and copies of letters sent.

Change: series superseded by 0028-000-- lharris, 07 October 2013

652-002

Kansas State Department of Education

Fiscal and Administrative Services

Agency Budgeting/Program Accounting

Grant Files - Funded (Series 0091-652)

Description: Variety of documents relating to applications for federal grants and to the implementation of those received by the State Department of Education.

Change: series superseded by 0049-000-- lharris, 07 October 2013

652-003

Kansas State Department of Education
Office of the Commissioner
Personnel Services Section

Employee Personnel Files (Series 0005-652)

Description: Documents associated with employment of specific personnel: employee evaluation forms, applications for employment, and other personnel materials.

Change: series superseded by 0036-000-- lharris, 07 October 2013

Employee Time Report Records (Series 0009-652)

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.

Change: series superseded by 0039-000-- lharris, 07 October 2013

Employment Eligibility Verification Form (Series 0008-652)

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

Change: series superseded by 0044-000-- lharris, 07 October 2013

Payroll Deduction Authorization Records - General (Series 0020-652)

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

Change: series superseded by 0078-000-- lharris, 07 October 2013

Payroll Direct Deposit Authorization Records (Series 0021-652)

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

Change: series superseded by 0079-000-- lharris, 07 October 2013

652-102

Kansas State Department of Education
Financial Services & Quality Control

Contracts (Series 0059-652)

Description: Legal agreements with individuals and organizations. Includes all

associated documents, e.g.. DA-146 series.

Change: series superseded by 0026-000-- lharris, 07 October 2013

652-103

Kansas State Department of Education

Life Long Learning

Special Education Admin Section

Correspondence - Routine (Series 0207-652)

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.

Change: series superseded by 0028-000-- lharris, 07 October 2013

Employee Training Course Materials (Series 0212-652)

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

Change: series superseded by 0040-000-- lharris, 07 October 2013

663-001

Board of Technical Professions

Budget Preparation Files - Annual (Series 0002-663)

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

Change: supersede to general schedule 0016-000.-- dgarwood, 25 September 2013

Budget Requests and Appeals - Annual (Series 0003-663)

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

Change: superseded to general schedule 0017-000.-- dgarwood, 25 September 2013

694-001

Kansas Commission on Veterans Affairs

Central Office

Employment Applications - Not Hired (Series 0012-694)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: supersede to general schedule 0043-000-- dgarwood, 25 September 2013

694-002

Kansas Commission on Veterans Affairs

Kansas State Soldiers Home

Employment Applications - Not Hired (Series 0068-694)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: supersede to general schedule 0043-000.-- dgarwood, 25 September 2013

694-003

Kansas Commission on Veterans Affairs

Regional Office/Service Organizations

Employee Personnel Files (Series 0124-694)

Description: Documents related to specific employees' employment at agency.

Change: supersede to general schedule 0036-000.-- dgarwood, 25 September 2013

Employee Time Report Records (Series 0126-694)

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.

Change: supersede to general schedule 0039-000.-- dgarwood, 25 September 2013

694-004

Kansas Commission on Veterans Affairs

Field Service Offices

Employment Applications - Not Hired (Series 0149-694)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: supersede to general schedule 0043-000.-- dgarwood, 25 September 2013

Inventory Records - Non-Expendable (Series 0150-694)

Description: Copies of DA form 81 "Inventory" and related letters of transmittal.

Change: supersede to general schedule 0061-000.-- dgarwood, 25 September 2013

Leases - Real Property and Capital Equipment (Series 0151-694)

Description: Documents related to the lease of office space.

Change: supersede to general schedule 0066-000.-- dgarwood, 25 September 2013

700-001

Kansas Board of Veterinary Examiners

Correspondence - Policy Related (Series 0004-700)

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.

Change: series superseded by 0027-000-- lharris, 18 September 2013

Correspondence - Routine (Series 0005-700)

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.

Change: series superseded by 0028-000-- lharris, 18 September 2013

Legislative Relations Files (Series 0009-700)

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

Change: series superseded by 0069-000-- lharris, 18 September 2013

Minutes (Series 0015-700)

Description: Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.

Change: series superseded by 0075-000-- lharris, 18 September 2013

Vouchers - Purchase (Series 0023-700)

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

Change: series superseded by 0125-000-- lharris, 18 September 2013

Vouchers - Receipts (Series 0022-700)

Description: Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.

Change: series superseded by 0126-000-- lharris, 18 September 2013