

**AGENDA
STATE RECORDS BOARD**

7/17/2014

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 State Department of Education
 - a. New entries
 - b. Revised entry
 - c. Superseded by other agency-specific entry
4. Kansas Department of Administration – Financial Management
 - a. Revised entries
 - b. Superseded by other agency-specific entries
5. Housekeeping changes:
 - a. Housekeeping edits
 - Department of Agriculture – Division of Animal Health
 - Department of Corrections – Central Office
 - b. Obsolete
 - Kansas Corporation Commission
 - c. Superseded by general schedule
 - Kansas Corporation Commission
 - Kansas Department of Administration
6. Other business:
 - a. Electronic Records Committee update
 - b. Future meetings:
 - October 16, 2014
 - January 15, 2015
 - April 16, 2015
 - July 16, 2015

State Records Board
1 May 2014
Executive Conference Room, Kansas Historical Society

Present: Lisa Mendoza, chair, designee of the Attorney General
Matt Veatch, State Archivist, Kansas Historical Society (KSHS)
Pat Michaelis, designee of the Executive Director of the KSHS
Bill Sowers, designee of the State Librarian
John Yeary, designee of the Secretary of Administration

Also present: Carol Moreland, Board of Nursing
Julie Temple, intern, KSHS
Jackie Yingling, Board of Pharmacy
Duncan Friend, doctoral candidate, University of Kansas
Teresa Anderson, Johnson County
Marcella Wiget, KSHS
Mary Beth Figgins, KSHS
Joanna Hammerschmidt, KSHS
Karen Stattelmann, Pooled Money Investment Board
Sarah Byrne, Board of Veterinary Examiners

Meeting brought to order by Lisa Mendoza at 8:37 a.m. She began the introductions.

Motion: Ms Michaelis moved approval, Mr. Sowers seconded, unanimous approval of January 23 meeting minutes as presented.

Kansas Housing Resources Corporation: The State Records Board were concerned about the retention length, which did not indicate whether it was 5 calendar years after contract expiration or not. They were also concerned about the use of FOIA on the restrictions and whether or not this entry could now be superseded to the general schedule entry for contracts.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous decision to table discussing this entry.

Kansas Board of Nursing: Carol Moreland stated that the board is slowly working through its agency's schedule in order to update it to current recordkeeping practices. Abandoned applications for individuals who never followed through had never been properly scheduled, so the new entry is to rectify that concern and allow for destruction of those records.

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

The agency discovered they did not have any schedule entry governing reinstatement records, a different type of application that should however be treated similarly to renewal records. Every license type must be renewed every two years, so keeping the current cycle plus two cycles seems the most reasonable, rather than 5 years in office and 5 years at the Records Center, as had been scheduled for renewal records. Ms. Mendoza questioned why the records must be maintained in both paper and electronically; Nursing's Legal staff are concerned about destroying the paper earlier than the electronic version. The board hopes by next year to receive all applications online.

Ms. Mendoza pointed out that all the entries should note “biennial renewal or reinstatement” in the description as well as series title, and she wished to ensure that K.S.A. 65-117 covers both application types.

Motion: Mr. Veatch moved approval of entries as amended, delegating to staff the authority to ensure the statutory language is correct. Mr. Sowers seconded, unanimous approval of all revised entries as amended.

Pooled Money Investment Board (PMIB): PMIB invests and handles the state’s idle funds; municipalities (including school districts, cities, fire districts, and other local units of government) can also invest with the PMIB. There are also funds available for banks and agricultural programs, and the board can invest for the Kansas Department of Transportation (KDOT) and other specific state agencies.

Prior to last year, the agency had not revised its schedule since 1996. Several records were not even on the schedule, and Karen Stattelmann is going through position by position—there are five staff members in the agency—to ensure all records are appropriately scheduled. Some revised entries needed to have updated terminology.

Ms. Michaelis questioned the language regarding the State Treasurer’s Office (STO) managing the program. Ms. Stattelmann explained that PMIB contracts with the STO for IT services and other support; PMIB used to be part of the STO, became a separate entity in the 1990s, but still maintains a close relationship with the STO. The PMIB maintains hard copy records for programs managed by the STO, and Ms. Stattelmann indicated that the STO is also writing software for the PMIB.

The Treasury Desktop is a software application that the agency uses to track their funds; Ms. Stattelmann thinks this application and its data are permanent, though she noted most investments made by PMIB are of short duration, no longer than a year. (Health Care Stabilization Fund and KDOT funds are treated differently for longer terms.) Ms. Stattelmann will work with Ms. Hammerschmidt to ensure the electronic systems properly scheduled and with Ms. Wiget to ensure at least certain permanent records, such as minutes and board reports, will be transferred to the State Archives.

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

Motion: Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of revised entries as submitted.

In turning to the Kansas Board of Pharmacy’s schedule revisions, the board noted that while there may be exemptions governing the openness of records discussed in an open meeting, those records—including Electronic Recordkeeping Plans (ERPs)—are still considered open records.

Kansas Board of Pharmacy:

Mr. Veatch pointed out that KSHS staff worked closely with Board of Pharmacy staff to revise the ERP and noted that the agency is committed to maintaining their electronic records as robustly as possible. He also pointed out that the backup and recovery procedures are similar to other agencies, relying upon off-the-shelf external drives, and indicated that the Electronic Records Committee or State Records Board would be willing to write a letter for any agency in that situation if the agency thought such concern from an outside entity would provide administrative support for stronger backup procedures.

Motion: Mr. Veatch moved approval, Ms. Michaelis seconded, unanimous approval of Electronic Recordkeeping Plan for the licensing system as submitted and endorsed by the Electronic Records Committee.

Discussion turned to the new schedule entry for the agency. The publicly available legal summary orders are made public through statute and provide a good deal of information; Pharmacy also has these records on their website going back several years.

Motion: Ms. Michaelis moved approval, Mr. Sowers seconded, unanimous approval of new entry.

Ms. Mendoza questioned the statutes closing access on the investigative files. The U.S.C. language appeared incomplete and referred to FOIA, which does not apply to state agency records. Ms. Mendoza also suggested some specific exemptions under KORA, noting that citing the entirety of that act includes exemptions that would never apply to the Board of Pharmacy or its functions.

Motion: Ms. Michaelis moved approval of 0009-531, Drug Destruction Inventories and 0038-531, Surrendered Pharmacist Registration or License Certificates as submitted, Mr. Veatch seconded, unanimous approval of these two revised entries as submitted. Other two revised entries were tabled for further discussion until the next board meeting.

Motion: Mr. Veatch moved tabling, Mr. Yeary seconded, board unanimously tabled discussing the superseded entries.

Discussion turned to the licensing information system/registration files entry. Mr. Veatch noted that he and Duncan Friend had discussed records and their value with a representative from ancestry.com at the Midwest Archives Conference annual meeting at the end of April in Kansas City. Genealogists value a wider variety of transactional records than the State Archives staff generally do, and genealogists are generally only interested in older records. Archives staff had discussed with the Pharmacy staff transferring other licensing types, such as resident pharmacies and pharmacy technicians. From the information available on the pharmacy technician registration application, there does not seem to be enough unique information available in the application for those individuals. Both Mr. Sowers and Mr. Friend pointed out, however, that these records regard under-documented populations, and that these records could be more accessible than other records that might exist about those populations.

Mr. Veatch questioned language in the Kansas Open Records Act. Those exemptions are discretionary, and Mr. Veatch thought the State Archives could negotiate with agencies to reduce that length of time on those exemptions when transferring records to the archives.

Kansas State Historical Society: Mr. Veatch discussed KSHS's efforts, particularly Christine Desmuke's, to make their IT systems as robust as possible.

Motion: John moved, Bill seconded, unanimous approval of Electronic Recordkeeping Plans as submitted and endorsed by the Electronic Records Committee.

Discussion turned to the length of time the patron records needed to be held. Ms. Mendoza and Mr. Yeary both thought, without research, that statute of limitations for theft of archival materials or government records may be two years from date of discovery. Discussion also surrounded the collections management system, and Ms. Wiget explained that these records are permanently active records.

Motion: Mr. Yeary moved, Mr. Sowers seconded, unanimous approval of new entries as submitted. Mr. Veatch recused himself.

Ms. Wiget explained that KSHS has three schedule entries regarding unpaid intern records, one of which contradicts the other two. She requested that this entry, 0042-288, be superseded into the other two approved entries.

Motion: Mr. Sowers moved, Mr. Yeary seconded, unanimous approval of superseded entry as submitted. Mr. Veatch recused himself.

Kansas Department of Agriculture – Division of Animal Health:

Agency staff wished to revise 0034-055, Livestock Market Charts, to have a similar retention period as other, related records.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of revised entry as submitted.

In creating a single entry for the entire Animal Health Information System the Division of Animal Health now uses, several series were missed that are part of that information system. All those entries should be superseded additionally into 0316-046.

Motion: Mr. Veatch moved, Mr. Yeary seconded, unanimous approval of superseded entries as submitted.

Kansas Board of Veterinary Examiners: The Kansas Board of Veterinary Examiners will be undergoing a trial merger with the Kansas Department of Agriculture - Division of Animal Health. This entails the agency also moving to Manhattan and reducing the amount of paper records they can store. The agency's board voted on April 3 to reduce from 10 fiscal years to 1 fiscal year for licensing renewals because the agency staff never go back further than one year when referring to those records. The agency would also like to deal with the director's subject files more pro-actively, rather than having to transfer to the archives for purging.

Sarah Byrne indicated that she expected any records transferred into Docuware would be retained permanently; Mr. Veatch urged her to discuss with Agriculture's IT staff creating rules that would allow for the automatic deletion or purging of electronic records that did not in fact need to be kept, just as in the paper world. Discussion turned to the renewal process; if an individual does not renew 30 days after expiration, they have to reactivate their license and fill out an entire application all over again. The agency is not sure if they'll start using USAHERDS or Systems Automation for licensing records, but they do hope in the next year to move to an electronic system.

Motion: Mr. Veatch moved, Mr. Yeary seconded, unanimous approval of revised entries as submitted.

Local general schedule: The federal Fair and Accurate Credit Transactions Act of 2003 lengthened the statute of limitations from 2 years to 5 years, so Johnson County HR wished to extend the length of time unhired applications would be held, in case credit report checks were done for those applicants in order to protect the county.

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

The board noted receipt of the housekeeping report.

Meeting adjourned at 10:50 a.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 17, 2014**

1. **Agency:** Kansas State Department of Education
2. **Records Officer:** Scott Gordon **Phone:** 296-3204
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** March 2013
5. **a) Total records – No. of Series:** 7
b) New series – No. of Series: 5
c) Revised existing series – No. of Series: 1
d) Obsolete schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 1
f) Series superseded by general schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 4
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussions with program staff, records officer, review of materials.
9. **Appraisal Narrative:**

The Kansas State Department of Education's recognition programs had several types of awards with varying retention and disposition requirements that were unscheduled. Attempts were made to consolidate specific awards into various award types, e.g. for schools, for students, for teachers, etc.

Retention/Disposition Schedule Entries

NEW ENTRIES

652-002

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

Educator Award Program files (Series Unknown)

Consists of, but is not limited to, nomination packets and application forms with supplementary materials, correspondence, databases with candidate information, selection committee materials and score sheets, candidate portfolios, and other related records regarding awards given to teachers and other educators in the state of Kansas. Awards programs may be sponsored by the Kansas State Department of Education, federal agencies, or private foundations and institutions.

Entry Status: Internal Review

Recommended Status: Approve As New

Retention Period: See comments

Disposition: See comments

Restrictions: Portions may be restricted per K.S.A. 45-221(a)(6)(14)(49). The Milken Family Foundation does not allow names or information about individuals not selected for their award to be made known.

Comments: Retain all program materials for 5 calendar years. Retain updated list of winners and final lists permanently; periodically transfer copy to the State Archives. Transfer copy of winners' applications to the State Archives, then destroy and/or delete all remaining material. Electronic records for awards not administered through the Kansas Department of Education are presumed to be kept by the sponsoring institution.

Schedule Authority: Agency schedule

Last Surveyed 13 March 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 03/14/2013: new entry.

Kansas Exemplary Educators Network (KEEN) Conference files (Series Unknown)

Documents related to professional development conferences provided for Kansas exemplary educators and their administrators, as well as teacher education students identified as Teachers of Promise and administrators or faculty representatives from higher education institutions. Documents include conference planning and program materials, conference invitations, communications with conference presenters and participants, recognition programs materials, and conference evaluation materials. Records are available in both paper and electronic form.

Entry Status: Internal Review

Recommended Status: Approve As New

Retention Period: 002 cldr years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency schedule

Last Surveyed 13 March 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 03/14/2013: new entry.

Kansas Foundation for Excellence in Education Files (Series Unknown)

Documents include budgets, records of receipts and disbursements, financial audits, tax records, Board of Directors meeting materials and minutes, etc. This office serves as the official custodian of the Foundation's permanent records.

Entry Status: Internal Review

Recommended Status: Approve As New

Retention Period: See comments

Disposition: See comments

Comments: Retain routine financial and other transactional documents for 6 calendar years, then destroy. Retain permanently records of historical value, including by-laws, meeting materials and minutes, and annual financial audits.

Schedule Authority: Agency schedule

Last Surveyed 13 March 2013

Record Copy: Paper

Remarks: 03/14/2013: new entry.

School Award Program files (Series Unknown)

May consist of, but is not limited to, applications and supplementary materials, committee score sheets, databases with information about schools, correspondence, and other related records regarding awards given to Kansas schools. Awards programs may be sponsored by the Kansas State Department of Education, federal agencies, or private foundations and institutions.

Entry Status: Internal Review

Recommended Status: Approve As New

Retention Period: See comments

Disposition: See comments

Restrictions: Portions may be restricted per Family Educational Rights and Privacy Act: 20 U.S.C. section 1232g; 34 CFR Part 99

Comments: Retain all program materials for 2 calendar years. Retain updated list of winners and final lists permanently; periodically transfer copy to the State Archives. Transfer copy of winners' applications to the State Archives, then destroy and/or delete all remaining material. Electronic records for awards not administered through the Kansas Department of Education are presumed to be kept by the sponsoring institution.

Schedule Authority: Agency schedule

Last Surveyed 13 March 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 03/13/2013: new entry

United States Senate Youth Program Files (Series Unknown)

Documents include applications, committee score sheets, databases with applicant's information, and letters to applicants, committee members and schools. This program is sponsored by the United States Senate and recognizes students who demonstrate outstanding academic abilities, leadership abilities and a strong commitment to public service. Documents

are available in both paper and electronic form.

Entry Status: Internal Review

Recommended Status: Approve As New

Retention Period: See comments

Disposition: See comments

Restrictions: K.S.A. 45-221(a)(9)(30), 5 U.S.C. section 552(a); Family Educational Rights and Privacy Act: 20 U.S.C. section 1232g; 34 CFR Part 99

Comments: Retain all program materials for 2 calendar years. Retain updated list of winners and final lists permanently; periodically transfer copy to the State Archives. Transfer copy of winners' applications to the State Archives, then destroy and/or delete all remaining material.

Schedule Authority: Agency schedule

Last Surveyed 13 March 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 03/14/2013: new entry.

Retention/Disposition Schedule Entries

REVISED ENTRY

652-002

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

Teacher of the Year Program files (Series 0245-652)

Documents related to a regional, state, and national program that identifies, recognizes, and utilizes exemplary teachers. Documents include the nomination packet; nominations submitted by candidates; databases with candidate information; correspondence; selection committee materials; regional and state recognition program materials; program investors; materials related to professional development conferences for finalists and nominees; materials and records related to the Kansas Teacher of the Year ambassadorship, as well as activities of the finalists and nominees; and program budget information. Submitted nominations are available in paper form only, but many other documents are available in both paper and electronic form.

Entry Status: Internal Review

Recommended Status: Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: K.S.A. 45-221(a)(6)(30)(49)

Comments: Retain all program materials for 5 calendar years. Retain updated list of winners and final lists permanently; periodically transfer copy to the State Archives. Transfer copy of finalists' and Teacher of the Years' applications to the State Archives, then destroy and/or delete all remaining material.

Schedule Authority: Agency Schedule

KAR Number 53-2-079

Last Surveyed 13 March 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 04/27/1989: new entry.

03/14/2013 mwiget: Revised description and retention & disposition comments; noted record copy formats.

Retention/Disposition Schedule Entries

652-002

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

SUPERSEDED BY OTHER
AGENCY-SPECIFIC
SCHEDULE ENTRY

School Recognition Programs (Series 0239-652)

Documents related to a national program for recognizing outstanding elementary and secondary schools.

Entry Status: Internal Review

Recommended Status:Supersede (Other)

Retention Period: 001 cldr yr

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-079

Last Surveyed 13 March 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 04/27/1989: new entry.

03/14/2013 mwiget: Supersede into the new School Awards Program files series.

Retention/Disposition Schedule Entries

REVISED ENTRIES

173-002

**Department of Administration
Division of Accounts and Reports
Administration
Setoff Team**

Setoff Records (Series 0506-173)

Documents relating to the recoupment of funds owed to the state by administratively garnished payments and accounts receivable write-off requests made to individuals for refunds, payroll, unemployment, etc. These records are part of the Kansas Debt Recovery System and stored as word processing and spreadsheet attachments on the Kansas Debt Recovery System (KDRS).

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-072

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 07/11/2014: added information about electronic records to description.

**Administrative Services Section
Municipal Services Team**

Social Security Business Files (Series 0236-173)

Documents relating to the social security coverage (218 agreement) of municipal entities. These agreements are Social security contracts with the federal government.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent on site

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-137

Last Surveyed 30 October 2003

Record Copy: Unknown

Remarks: 07/11/2014: revised description, added "on site" to retention information.

**Central Accounting Services
Financial Integrity Team**

Receipt Reports (Series 0174-173)

Includes monthly reports DAFR-8900 used to analyze fund balances; DAFR 8930 used to analyze revenue sub-object balances; and DAFR-8960 providing statewide and general funds receipts and used for financial purposes.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 013 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: This record is no longer generated after the implementation of the SMART accounting system, as of 07/2010.

Schedule Authority: Agency Schedule

KAR Number 53-2-125

Last Surveyed 11 July 2014

Record Copy: Unknown

Remarks: 07/11/2014: revised series title and description to include two other records series; added comment regarding SMART.

Central Accounting Services Section Appropriations/Master Lease Purchase Program Team

Average Daily Balance Report (Series 0136-173)

Monthly reports listing the average daily balance by fund.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: This record is no longer generated after the implementation of the SMART accounting system as of July 2010.

Schedule Authority: Agency Schedule

KAR Number 53-2-137

Last Surveyed 11 July 2014

Record Copy: Unknown

Remarks: 07/11/2014: added comment about SMART.

Retention/Disposition Schedule Entries

SUPERSEDED BY
OTHER
AGENCY-SPECIFIC
SCHEDULE ENTRIES

173-002

**Department of Administration
Division of Accounts and Reports
Central Accounting Services
Financial Integrity Team**

Receipt Revenue Sub-object and Fund Report (Series 0175-173)

Monthly report DAFR 8930 used to analyze revenue sub-object balances.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 013 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-125

Last Surveyed 11 July 2014

Record Copy: Unknown

Remarks: 07/11/2014: supersede into 0174-173, Receipt Reports.

Receipt Statewide and General Fund by Source Report (Series 0176-173)

Monthly report DAFR-8960 providing statewide and general funds receipts and used for financial purposes.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 013 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-125

Last Surveyed 11 July 2014

Record Copy: Unknown

Remarks: 07/11/2014: superseded into 0174-173, Receipt Reports.

Housekeeping Changes Since 01 May 2014 14 July 2014

Housekeeping Edit

055-003
Animal Health Department
Disease Control

Livestock Market Charts (Series 0034-055)
Description: Form and supporting documentation completed by a veterinarian on blood test conducted on all livestock to ensure the health of each animal before sale.
Change: Revised KAR number to reflect 2014 SRB meeting approval date.-- mwiget, 06 May 2014

521-001
Department of Corrections
Central Office

Sex Offender Treatment Program Files (Series 0509-521)
Description: Personality and behavioral test results, notes, reports and other documents related to the Sex Offender Treatment Program operated under contract with the Dept. of Corrections.
Change: Revised title and description to remove specific contractor's information; removed indication that this is an obsolete series.-- mwiget, 30 May 2014

Obsolete

143-010
State Corporation Commission
Administrative Division
Executive Director, Office of

Mined Land Division's Bidder Information (Series 0101-143)

Description: Proposals submitted by bidders on Mined Land reclamation projects.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Planning and Research Section

Project Workpapers (Series 0127-143)

Description: Preliminary workpapers generated in division-specific and agency-wide projects conducted by the Planning and Research Department.

Change: Agency staff indicate this department no longer exists.-- mwiget, 04 June 2014

143-060

State Corporation Commission

Mined Land Division

Abandoned Mined Land Site Inventory Update Records (Series 0378-143)

Description: Records related to maintaining an inventory of abandoned (problem) mine sites in Kansas.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Administrative Logs - OSM Section (Series 0380-143)

Description: Copies of log, from U.S. Dept. of Interior-Office of Surface Mining, regarding communications received from or related to the KCC-Mined-Land office.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Administrative and Enforcement Grants (Series 0379-143)

Description: Records of grants received from the U.S. Dept. of Interior-Office of Surface Mining for agency operations.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Aerial Photographs (Series 0381-143)

Description: Photographs of land under study for mined land reclamation projects in Crawford County.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Agenda and Staff Presentations (Series 0382-143)

Description: Agendas and other preparatory materials issued to Mined-Land Board members.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Budget Preparation and Management Files (Series 0383-143)

Description: Copies of documents used in preparing and managing division's portion of KCC budget.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Coal Exploration Permits (Series 0384-143)

Description: Records related to permits for companies to explore for coal at mining sites, includes specific information regarding location and coal quality, reports, analysis, correspondence, maps, drawings, etc.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Coal Mining Permit Maps (Series 0385-143)

Description: Used in conjunction with coal mining permits. Types included: Topographical, vegetation, soil, property, and various other kinds (including pre- and post-mines).

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Coal Mining Permit Pending Files (Series 0386-143)

Description: Applications for modifications of coal mining permits. Includes drawings, correspondence, reports, etc. needed to support application.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Coal Mining Permits (Series 0387-143)

Description: Documents certifying coal company's permission to mine for coal, showing environmental impact, mining methods, reclamation plans, and bond costs. Includes reports, plans, drawings, correspondence,

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Conference Call Transcripts (Series 0388-143)

Description: Transcripts of conference calls related to various agency activities.
Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Correspondence - Abandoned Mine Section (Series 0390-143)

Description: Incoming and outgoing written communications relating to all aspects of the Abandoned Mined Land program.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Correspondence - Administrative & Enforcement Section, Outgoing (Series 0392-143)

Description: Correspondence on full range of agency activities. Consists of two subseries: chronological and subject.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Correspondence - Dept. of Interior-OSM (Series 0391-143)

Description: Written communications to and from D. of I.-Office of Surface Mining.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Correspondence - Mined Land Division (Series 0389-143)

Description: Letters and memos sent or received by the Mined Land Division staff.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Grant Files - Funded (Series 0395-143)

Description: Permit documents, maps, and other records related to federal grants for mined land conservation and reclamation projects.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Harris Incident File (Series 0396-143)

Description: Correspondence, reports, press releases, and other documents related to disciplinary action by Dept. of Interior-Office of Surface Mining directed towards the KCC-Mined-Land division.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 04 June 2014

Inter-Office Memos (Series 0397-143)

Description: Miscellaneous inter-office and inter-division communications.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 05 June 2014

Investigative Reports (Series 0399-143)

Description: Reports prepared by and received from the Office of Surface Mines related to investigating subsidence complaints.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 05 June 2014

Kansas Mine Maps (Series 0401-143)

Description: Copies of maps of mines, acquired for reference purposes.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 05 June 2014

Monthly Expenditures Report (Series 0404-143)

Description: Copies of monthly financial reports prepared by KCC-Accounting office.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 05 June 2014

Monthly Leave Status (Series 0405-143)

Description: Forms used to monitor leave usage and balance, by employee, compared with KPPS report.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 05 June 2014

Oversight Reports - OSM (Series 0406-143)

Description: Copies of reports of Dept. of Interior-Office of Surface Mining regarding their oversight of agency operations (quarterly and annually).

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 05 June 2014

Project Files (Series 0408-143)

Description: Correspondence, specifications, photographs, financial records, bids, contracts, drawings, maps, slides, pay estimates, and environmental assessments related to AML reclamation projects.

Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 05 June 2014

Subject Files (Series 0409-143)

Description: A wide variety of documents regarding a broad range of agency

administrative and operational activities. Ex., "Water Well Contractors," "Minority Business Utilization Report," "Blaster Certifications"
Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 05 June 2014

Transcripts, Minutes, Orders (Series 0412-143)
Description: Proceedings of Mined-Land Board meetings and all orders issued as a result.
Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 05 June 2014

Voided Coal Permit Files (Series 0416-143)
Description: Materials submitted by companies requesting amendments to their mining permits which have been superseded, dropped, or disapproved by the KCC. Includes drawings, reports, correspondence, maps, etc.
Change: Agency staff indicate this program is no longer with KCC.-- mwiget, 05 June 2014

Superseded series

143-001
Kansas Corporation Commission
Executive Director

Inventory Records - Non-Expendable Property (Series 0280-143)
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: Superseded by 0061-000 on general schedule.-- mwiget, 07 May 2014

143-003
Kansas Corporation Commission
Fiscal Department

Conservation Division - Receipts (Series 0338-143)
Description: Receipt forms documenting cash payments for abandoned well plugging fees.

Change: Superseded by 0002-000 on general schedule.-- mwiget, 07 May 2014

Ledgers - General (Series 0281-143)

Description: Records of agency-wide expenditures and receipts.

Change: Superseded into 0068-000 on general schedule.-- mwiget, 07 May 2014

143-010

State Corporation Commission

Administrative Division

Accounting Section

Accounts Payable Records (Series 0001-143)

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

Change: Superseded into 0001-000 on general schedule.-- mwiget, 07 May 2014

Accounts Receivable Records (Series 0002-143)

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

Change: Superseded into 0002-000 on general schedule.-- mwiget, 07 May 2014

Accounts Receivable Records (Series 0003-143)

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

Change: Superseded by 0002-000 on general schedule.-- mwiget, 07 May 2014

Adding Machine and Calculator Tapes (Series 0004-143)

Description: Master tapes produced business machines during bookkeeping.

Change: Superseded by 0003-000 on general schedule.-- mwiget, 07 May 2014

Capital Outlay Report (Series 0028-143)

Description: Monthly report identifying expenditures for capital outlay for the fiscal year-to-date. Information for report comes from the Appropriation Accounting System.

Change: Superseded by 0060-000 and 0061-000 on general schedule.-- mwiget, 07 May 2014

Cash Receipts (Series 0030-143)

Description: Daily voucher receipts for cash deposited with the State Treasurer.

Change: Superseded into 0094-000 on general schedule.-- mwiget, 07 May 2014

Contract Files (Series 0037-143)

Description: Documents related to contracts for goods and professional services purchased by the KCC.

Change: Superseded by 0026-000 on general schedule.-- mwiget, 07 May 2014

D. of A. Receipts Analysis (Series 0054-143)

Description: DAM-004 printout received monthly from the Division of Accounts and Reports containing an analysis of cash received by the KCC for use in balancing accounts.

Change: Superseded by 0094-000 on general schedule.-- mwiget, 07 May 2014

Daily Account Balances (Series 0055-143)

Description: DAD-007 printout reports of appropriations, expenditures, and balances in each fund received daily from the Division of Accounts and Reports.

Change: Superseded by 0094-000 or 0068-000 on general schedule.-- mwiget, 07 May 2014

Daily Encumbrances (Series 0056-143)

Description: DAD-999 printout reports of outstanding expenditure commitments made by the KCC received daily from the Division of Accounts and Reports.

Change: Superseded by 0001-000, Accounts Payable Records, on the general schedule.-
- mwiget, 07 May 2014

Daily Transactions (Series 0057-143)

Description: DAD-006 printout registers of all financial transactions involving the KCC received daily from the Division of Accounts and Reports.

Change: Superseded by 0001-000 and 0002-000 on general schedule.-- mwiget, 07 May 2014

Employee Timesheets (Series 0065-143)

Description: Records of hours worked by KCC employees.

Change: Superseded by 0039-000 on general schedule.-- mwiget, 07 May 2014

Grant Records (Series 0079-143)

Description: Documents related to federal grants received and administered by the KCC.

Change: Superseded by 0049-000 on general schedule.-- mwiget, 07 May 2014

Inventory Listings (Series 0086-143)

Description: Lists of all capital outlay items owned by the KCC with supporting

documents used in preparing the annual physical inventory.

Change: Superseded by 0060-000 and 0061-000 on general schedule.-- mwiget, 07 May 2014

Journal Voucher Letters (Series 0089-143)

Description: Notifications of adjustments made in vouchers and acknowledgments from the Division of Accounts and Reports that corrections were made and assigned a unique journal voucher number.

Change: Superseded by 0124-000 on general schedule.-- mwiget, 07 May 2014

Lists of Outstanding Obligations (Series 0097-143)

Description: Lists of outstanding financial obligations for goods and services prepared at the end of each fiscal year in order to commit funds of the fiscal year that is ending.

Change: Superseded by 0070-000 on general schedule.-- mwiget, 07 May 2014

Monthly Appropriations Apouts (Series 0102-143)

Description: Printouts lists of appropriations for the KCC by fund, sub-account, and program code prepared monthly by the Accounting Department staff.

Change: Superseded into 0068-000 on general schedule.-- mwiget, 07 May 2014

Monthly Balancing Reports (Series 0103-143)

Description: DAM14 printout analyses of KCC expenditures received monthly from the Division of Accounts and Reports.

Change: Superseded by 0068-000 on general schedule.-- mwiget, 08 May 2014

Monthly Bills Cardex (Series 0104-143)

Description: Record of monthly bill payments and related voucher numbers maintained for reference use of the Accounting Department staff.

Change: Superseded by 0001-000, Accounts Payable Records, on the general schedule.-
- mwiget, 08 May 2014

Monthly Expenditure Reports (Series 0106-143)

Description: Printout analyses of KCC expenditures produced monthly by the Accounting Department staff.

Change: Superseded by 0068-000 on general schedule.-- mwiget, 08 May 2014

Monthly Receipts Reports (Series 0107-143)

Description: Monthly reports created from source documents and Department of Administration reports which are used to estimate resources and funding to determine any possible adjustments to the mill levies.

Change: Superseded by 0068-000 on general schedule.-- mwiget, 08 May 2014

Numerical Voucher Listings (Series 0110-143)

Description: Numerical listings of vouchers compiled for reference use by the Accounting Department staff.

Change: Superseded by 0001-000 and 0002-000 on general schedule.-- mwiget, 08 May 2014

Payroll Funding Sheets (Series 0117-143)

Description: Printout reports of funding sources for payroll positions received monthly with frequent updates from the Division of Accounts and Reports.

Change: Superseded by 0102-000 on general schedule.-- mwiget, 08 May 2014

Payroll Warrant Register (Series 0118-143)

Description: Monthly listing of payroll warrant checks issued for KCC employees.

Change: Superseded by 0080-000 on general schedule.-- mwiget, 08 May 2014

Purchase Requisition Numbers (Series 0134-143)

Description: Listing of purchase order voucher numbers maintained for reference use by the Accounting Department staff.

Change: Superseded by 0093-000, Purchasing Records, on general schedule.-- mwiget, 08 May 2014

Quarterly Assessments (Series 0136-143)

Description: Orders and backup sheets related to quarterly assessments of amounts to be paid by utilities and common carriers for expenditures incurred by the KCC in regulating the companies.

Change: Superseded by 0002-000 and 0094-000 on general schedule.-- mwiget, 08 May 2014

R-docket Invoices (Series 0137-143)

Description: Reimbursable invoices for assessments of amounts to be paid by utilities for expenditures incurred by the KCC for rate case hearings or special investigations.

Change: Superseded by 0094-000 on general schedule.-- mwiget, 08 May 2014

Salaries and Wages Comparison Reports (Series 0144-143)

Description: Reports created to compare actual versus budgeted expenditures for salaries and wages.

Change: Superseded by 0068-000 on general schedule.-- mwiget, 28 May 2014

Travel Requests and Authorization Records (Series 0155-143)

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

Change: Superseded by 0127-000 on general schedule.-- mwiget, 28 May 2014

Vouchers (Series 0160-143)

Description: Certifications and substantiations of the validity of financial claims against the KCC and requests for warrants to pay the claims.

Change: Superseded by 0001-000 on general schedule.-- mwiget, 28 May 2014

Well Plugging Information (Series 0164-143)

Description: Record maintained for reference purposes of appropriations and disbursements for plugging of abandoned oil and gas wells financed by the KCC when companies responsible for the wells cannot be found.

Change: Superseded by 0001-000, Accounts Payable Records, and 0026-000, Contracts, on general schedule.-- mwiget, 28 May 2014

Commissioners, Offices of

Administrative Files (Series 0005-143)

Description: In-house memos, reports, personnel materials, correspondence (not docket-related), policy statements, budget, published materials.

Change: Superseded by 0004-000, Agency Director's Files, on general schedule.-- mwiget, 28 May 2014

Administrative Packet and Conference Schedules (Series 0006-143)

Description: Copies of schedules of upcoming formal, informal, and public hearings, and outline of active cases. Used for reference.

Change: Superseded by 0015-000, board packets, on general schedule.-- mwiget, 28 May 2014

General Subject Reference Files (Series 0078-143)

Description: Copies of back travel arrangements/conference agendas, studies, etc.

Change: Superseded by 0127-000, Vouchers - Travel, on general schedule.-- mwiget, 28 May 2014

Computer Services

Equipment and Software Inventory (Series 0070-143)

Description: DBASE III+ listing of computer equipment and software owned by the KCC.

Change: Superseded by 0061-000, Inventory Records - Non-Expendable Property, on

general schedule.-- mwiget, 28 May 2014

Energy Analysis

Correspondence - Division Staff (Series 0046-143)

Description: Central file of copies letters and memos sent by the division staff.

Change: Superseded by 0027-000 and 0028-000 on general schedule.-- mwiget, 28 May 2014

Division Contracts (Series 0059-143)

Description: Copies of contracts between the Research and Energy Analysis Division and other governmental or private agencies.

Change: Superseded by 0026-000 on general schedule.-- mwiget, 28 May 2014

Grants File - Federal Energy (Series 0080-143)

Description: Documents related to federal grants received by the KCC for energy programs.

Change: Superseded by 0049-000 on general schedule.-- mwiget, 28 May 2014

ICP Energy Conservation Measure (ECM) Grantee Project Records (Series 0083-143)

Description: Implementation grants for energy projects of school and hospitals funded through federal Institutional Conservation Program; funding recommendations are made to federal Dep. of Energy by the KCC.

Change: Superseded by 0049-000 on general schedule.-- mwiget, 28 May 2014

ICP TA/ECM Grant Applications (Series 0084-143)

Description: Applications received from schools and hospitals for federal Institutional conservation Program grants which are not funded.

Change: Superseded by 0050-000 on general schedule.-- mwiget, 28 May 2014

ICP Technical Assistance (TA) Grantee Project Records (Series 0085-143)

Description: Documents related to technical assistance studies for energy projects of schools and hospitals funded through federal Institutional Conservation Program; funding recommendations are made to the Federal

Change: Superseded by 0049-000 on general schedule.-- mwiget, 28 May 2014

Kansas Energy Resources Data (Series 0090-143)

Description: Printed annual reports concerning Kansas energy production, consumption, and supply issued by the KCC as mandated by statute.

Change: Superseded by 0005-000, Annual and Special Reports, on general schedule.-- mwiget, 28 May 2014

Kansas Energy Resources Emergency Plan (Series 0091-143)

Description: Comprehensive plan regarding implementation of emergency conservation options for energy use prepared by the KCC and updated annually.

Change: Superseded by 0005-000 on general schedule.-- mwiget, 28 May 2014

Purchase Requests - Travel Vouchers, Telephone Records, Fiscal Years Budgets (Series 0133-143)

Description: Copies of miscellaneous financial and operational records maintained by the division's administrative officer for reference purposes.

Change: Superseded by 0093-000, 0116-000, 0016-000, and others on general schedule.-- mwiget, 28 May 2014

Energy Section

Audit Reports (Series 0016-143)

Description: Records of audits completed on federally funded energy programs.

Change: Superseded by 0009-000 on general schedule.-- mwiget, 28 May 2014

Division Contracts (Series 0060-143)

Description: Copies of contracts between the Energy Section and other governmental or private agencies.

Change: Superseded by 0026-000 on general schedule.-- mwiget, 28 May 2014

Executive Director, Office of

General Administrative Files (Series 0077-143)

Description: Includes audits, requests for change, tuition reimbursement information, personnel materials, legislative requests for information.

Change: Superseded by 0004-000 and other general schedule entries.-- mwiget, 04 June 2014

Memoranda of Understanding or Agreement - Interagency (Series 0100-143)

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

Change: Superseded by 0074-000 on general schedule.-- mwiget, 04 June 2014

Requests for Proposals (Series 0143-143)

Description: Includes bid requests, consultants submissions, and final contracts.

(HB2627, passed in 1979, allows the Commission to hire outside consultants by RFP and State Negotiating Committee.)

Change: Superseded by 0026-000, Contracts, on general schedule.-- mwiget, 04 June

2014

Personnel Section

Affirmative Action Information (Series 0007-143)

Description: Documents related to implementation of the agency's affirmative action program in hiring staff personnel.

Change: Superseded by 0046-000, Equal Employment Opportunity Plans, on general schedule.-- mwiget, 04 June 2014

Leave Slips (Series 0094-143)

Description: Requests and authorizations for use of leave time by KCC employees.

Change: Superseded by 0067-000 on general schedule.-- mwiget, 04 June 2014

Policy Statements and Revisions (Series 0122-143)

Description: Loose leaf manual containing original copies of KCC in-house policy and procedure statements and related working papers with proposed revisions and staff review comments.

Change: Superseded by 0084-000 on general schedule.-- mwiget, 04 June 2014

Position Descriptions and Information (Series 0124-143)

Description: Documents containing information about each KCC staff position and classification actions which affect positions.

Change: Superseded by 0038-000 on general schedule.-- mwiget, 04 June 2014

State Safety, Health, and Wellness Information Files (Series 0148-143)

Description: Documents distributed to all state agencies by the Kansas Dept. of Health and Environment in order to promote safety, health, and wellness among state employees.

Change: Superseded by 0028-000, Correspondence - Routine, on general schedule.-- mwiget, 04 June 2014

Public Information Office

Consumer Information Board Materials (Series 0036-143)

Description: Correspondence, meeting agendas, attendance records, newsletters, and other documents related to a board representing consumer groups which disseminates information provided by the KCC and the board's

Change: Superseded by 0015-000, board packets, on general schedule.-- mwiget, 04 June 2014

Correspondence - Investigation and Mediation (Series 0050-143)

Description: Letters sent and received by the Investigation and Mediation Section staff, with related documents.

Change: Superseded by 0027-000 and 0028-000 on general schedule.-- mwiget, 04 June 2014

Support Services

Employee Training Records (Series 0066-143)

Description: Documents related to in-service training provided to the KCC staff by the Planning and Research Department.

Change: Superseded by 0041-000 on general schedule.-- mwiget, 04 June 2014

Floor Space Arrangement Charts (Series 0074-143)

Description: Plans prepared by the Graphics Section for use of floor space allotted to the KCC.

Change: Superseded by 0007-000 on general schedule.-- mwiget, 04 June 2014

Inventory Records - Non-Expendable Property (Series 0088-143)

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

Change: Superseded by 0061-000 on general schedule.-- mwiget, 04 June 2014

Maintenance Records (Series 0098-143)

Description: Documents related to maintenance of equipment by the Support Services Department.

Change: Superseded by 0047-000, Equipment Maintenance & Ownership Records, on general schedule.-- mwiget, 04 June 2014

Organizational Charts and Reorganization Studies (Series 0111-143)

Description: Charts showing the organization of the KCC or its components prepared by the Graphics Section.

Change: Superseded by 0076-000 and 0097-000 on general schedule.-- mwiget, 04 June 2014

Publications Survey Forms (Series 0131-143)

Description: Forms used to inventory all books, publications, and serials owned by the agency to develop centralized library records.

Change: Superseded by 0061-000, Inventory Records - Non-Expendable Property, on general schedule.-- mwiget, 04 June 2014

Records Survey Forms (Series 0141-143)

Description: Forms used to develop Records Retention Schedule for agency.

Change: Superseded by 0095-000, Records Management Records, on general schedule.-- mwiget, 04 June 2014

Supply Requests - Internal (Series 0073-143)

Description: Documents used by subordinate organizations to order expendable supplies from central supply rooms.

Change: Superseded by 0109-000 on general schedule.-- mwiget, 04 June 2014

Supply Room Records (Series 0150-143)

Description: Documents related to supplies received, ordered, and/or shipped for use by KCC personnel; or shipments made by the KCC for various purposes.

Change: Superseded by 0060-000, Inventory Records - Expendable Property, on general schedule.-- mwiget, 04 June 2014

143-015

State Corporation Commission

Litigation Division

Budget, Purchase Requests, Order Forms (Series 0168-143)

Description: Copies of miscellaneous documents retained by the administrative officer for reference purposes.

Change: Superseded by 0016-000, 0092-000, and 0093-000 on general schedule.-- mwiget, 04 June 2014

Documentation on Library Contents (Series 0178-143)

Description: Inventory of reference material in the Legal Department's library.

Change: Superseded by 0061-000, Inventory Records - Non-Expendable Property, on general schedule.-- mwiget, 04 June 2014

Employee Personnel Files (Series 0181-143)

Description: Copies of documents related to the employment of Legal Department personnel.

Change: Superseded by 0036-000 and 0037-000 on general schedule.-- mwiget, 04 June 2014

Transcript of Invoices (Series 0184-143)

Description: Reference copies of invoices for transcripts requested by outside individuals. Information includes date of request, date of voucher, docket number,

and other accounting information.

Change: Superseded by 0001-000, Accounts Payable Records, on the general schedule.-
- mwiget, 04 June 2014

143-040
State Corporation Commission
Transportation Division
Motor Carrier Section

Adding Machine or Calculator Tapes (Series 0220-143)
Description: Master tapes produced by business machines during bookkeeping.
Change: Superseded by 0003-000 on general schedule.-- mwiget, 04 June 2014

143-050
State Corporation Commission
Conservation Division

Daily Checking Receipt Record (Series 0259-143)
Description: Log of all checks received by agency.
Change: Superseded by 0094-000 on general schedule.-- mwiget, 04 June 2014

Administrative Services Section

Phone Bill Ledger - Pluggers and District Offices (Series 0321-143)
Description: Handwritten records of phone call costs.
Change: Superseded by 0116-000 on general schedule.-- mwiget, 04 June 2014

Technical Services Section
Environment Unit

Receipts Ledgers (Series 0339-143)
Description: Records of receipts of fees for plugging of abandoned wells.
Change: Superseded by 0002-000, Accounts Receivable records, on the general
schedule.-- mwiget, 04 June 2014

143-060
State Corporation Commission
Mined Land Division

Employment Applications - Not Hired (Series 0394-143)

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

Change: Superseded by 0043-000 on general schedule.-- mwiget, 04 June 2014

Inventory and Supply Requests (Series 0398-143)

Description: Ongoing physical inventory of capital outlay, using D. of A. form #81. Includes disposition of surplus property.

Change: Superseded by 0061-000, Inventory Records - Non-Expendable Property, on general schedule.-- mwiget, 05 June 2014

Lease Agreements and Contracts (Series 0402-143)

Description: Leases for office space and telephones.

Change: Superseded by 0066-000 on general schedule.-- mwiget, 05 June 2014

Memoranda of Understanding or Agreement - Interagency (Series 0403-143)

Description: Agreements reached with other state agencies relating to Mined-Land division.

Change: Superseded by 0074-000 on general schedule.-- mwiget, 05 June 2014

Personnel Records (Series 0407-143)

Description: Documents related to the employment of Mined Land Division personnel.

Change: Superseded by 0037-000 on general schedule.-- mwiget, 05 June 2014

Training History and Critiques (Series 0411-143)

Description: Record of all employee training which includes title of training course, location, employee name, and date.

Change: Superseded by 0041-000 on general schedule.-- mwiget, 05 June 2014

Vehicle Daily Log (Series 0413-143)

Description: Copies of form used to record and monitor agency vehicle use, D. of A. form #MP3a & b.

Change: Superseded by 0120-000 on general schedule.-- mwiget, 05 June 2014

Vehicle Records (Series 0414-143)

Description: Legal titles to agency-owned vehicles, accident reports, insurance certifications, and other related documentation.

Change: Superseded by 0119-000 on general schedule.-- mwiget, 05 June 2014

Visitors Logs (Series 0415-143)

Description: Hand-written steno logs used to record all telephone and office contacts with public and other agencies.

Change: Superseded by 0122-000 on general schedule.-- mwiget, 05 June 2014

Vouchers (Series 0417-143)

Description: Payment vouchers (DA103's) authorizing and requesting purchases, includes receipts and supporting documentation.

Change: Superseded by 0125-000 on general schedule.-- mwiget, 05 June 2014

Weekly Time Sheets (Series 0418-143)

Description: Copies of reports of employee time usage submitted to Dept. of Interior-OSM and KCC-Accounting.

Change: Superseded by 0039-000 on general schedule.-- mwiget, 05 June 2014

173-002

Department of Administration

Division of Accounts and Reports

Administrative Services Section

Municipal Services Team

Confirmation of State Payments to Municipalities Files (Series 0208-173)

Description: Records documenting information provided to independent auditors regarding the source and amount of state payments to municipalities.

Change: Superseded by 0028-000, Correspondence - Routine, on general schedule.-- mwiget, 11 July 2014

Correspondence and Workpapers (Series 0226-173)

Description: Variety of documents relating to interaction between the field offices and the Office Review Unit regarding municipalities' conformance with state statutes.

Change: Superseded by 0028-000, Correspondence - Routine, on general schedule.-- mwiget, 11 July 2014