

AGENDA
STATE RECORDS BOARD

3/26/2015

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. State General Retention and Disposition Schedule
 - a. New entry
 - b. Revised entries
 - c. Superseded by another entry on the general schedule
4. Kansas Department of Agriculture – Division of Animal Health: revised entry
5. Kansas State Board of Healing Arts: revised entry
6. Kansas Department of Labor
 - a. Revised entries
 - b. Superseded by other agency-specific schedule entries
7. Office of the Attorney General
 - a. Revised entry
 - b. Superseded by other agency-specific schedule entries
8. Housekeeping changes:
 - a. Housekeeping
 - Department of Administration
 - Department of Labor
 - Real Estate Commission
 - b. Obsolete
 - Adjutant General
 - Department of Administration
 - c. Superseded to the general schedule
 - Adjutant General
 - Real Estate Commission
9. Other business:
 - a. Future meetings:
 - April 16, 2015
 - May 21, 2015
 - June 18, 2015
 - July 16, 2015
 - October 15, 2015

*State Records Board
January 15, 2015
Executive Conference Room, Kansas Historical Society*

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

Also present: Heather Wilke, Kansas Dept. of Labor
Joanna Hammerschmidt, Kansas State Historical Society (KSHS)
Marcella Wiget, KSHS
Mary Beth Figgins, KSHS
Karen Stattelmann, Pooled Money Investment Board
John Bowes, Kansas Dept. of Commerce
Paul Marx, Kansas Dept. of Health and Environment
Jason Ackermann, Kansas State Library
Madeleine Haare, Kansas Dept. of Administration
Teresa Johnson, Johnson County (On conference call)
Scott Gordon, Kansas State Dept. of Education (KSDE) (On conference call)
Cheryl Johnson, KSDE (On conference call)
Stan Jones, Kansas State Treasurer's Office (STO) (On conference call)
Shauna Fearnow, STO (On conference call)

Meeting called to order at 8:33 a.m. by Lisa Mendoza, who began the introductions.

Minutes: **Motion:** Mr. Veatch moved approval, Mr. Yearly seconded, unanimous approval of meeting minutes as presented.

Kansas Dept. of Commerce: The agency receives approximately a third of its money through federal programs. The U.S. Department of Labor was looking for records about 4-5 years old during a review a year ago, which the agency did not have because they follow the general schedule for Kansas' fiscal records, a 3 fiscal year retention. Commerce staff therefore wishes to retain their financial records related to grant programs for 10 years.

Dr. Michaelis questioned whether this situation would warrant adding something to the general schedule for all state agencies. Discussion turned to how long generally fiscal records should be held, and most board members and records officers present suggested 5-7 years. Board recommended revising title and description for clarity; Mr. Bowes and Ms. Wiget will clarify.

Motion: Dr. Michaelis moved approval, Mr. Sowers seconded, unanimous approval as amended.

Kansas State Dept. of Education: The Child Nutrition and Wellness program at the department recently completed a technology upgrade. During that upgrade the program went through an Information Technology Office plan review, a part of which involved the State Archives reviewing the program's retention and disposition schedule with program staff. While most of the schedule entries remained current, State Archives staff requested changing the disposition from archives to destroy for one entry.

Motion: Mr. Veatch moved approval, Mr. Yeary seconded, unanimous approval as presented.

Pooled Money Investment Board (PMIB): Karen Stattelmann is taking care of the last of the agency's paper records with this set of schedule entries. Information technology staff from the State Treasurer's Office are working on Electronic Recordkeeping Plans (ERPs) for the electronic systems PMIB regularly uses.

Mr. Veatch questioned the retention on Municipal Investment Pool Web Requests and suggested adding a comment to the effect that the entry only applies to the paper copies. He also requested tabling the Municipal Investment Pool Monthly Reports until the ERPs are approved; discussion followed to clarify description and shorten retention. He also asked that the Restrictions field appear in all schedule entries, including for those entries that have no access restrictions.

Motion: Mr. Veatch moved tabling Municipal Investment Pool Monthly reports, noting that restrictions will appear and that Municipal Investment Pool Web Requests will be revised; Mr. Sowers seconded, unanimous approval of new entries.

The board turned to the revised entries. Several entries had a revised disposition from archives to destroy; the State Archives will receive summary information about those investments through other records transferred by PMIB staff. The State Archives may keep legacy information from those series, instead of following the usual practice of deaccessioning, due to changing record-keeping practices by PMIB; summary information may not have been transferred for those legacy records.

Motion: Dr. Michaelis moved approval, Mr. Sowers seconded, unanimous approval of revised and superseded entries as submitted.

Kansas Dept. of Labor: Heather Wilke explained that several of the changes presented regard records restrictions pursuant to the Employment Security Law, either fixing the restriction notation or adding the notation to entries that did not already have it. Other minor changes regarded fixing sub-unit information, clarifying series descriptions, and revising retention periods.

Desk Manuals will follow the general schedule, rather than creating a new entry. The Employment Security Law restriction should be added to the Sensitive Exhibits entry. Ms. Mendoza questioned the lack of Kansas Open Records Act (KORA) restrictions on these entries. Ms. Wilke explained that typically Labor staff use the Employment Security Law, a related regulation, federal law, and, at most, K.S.A. 45-221(a)(1), to restrict records; Ms. Mendoza explained that, for consistency's sake, KORA exemptions should still be noted, in part to help institutional memory for when records officers leave. Mr. Yeary noted that while Employment Security Law and federal law always trump, KORA still has to be applied.

Motion: Dr. Michaelis moved approval, with the caveat that all new entries need additional restrictions added and that KSHS staff in collaboration with the agency have authority to add those restrictions, and that Desk Manuals will instead be superseded to the general schedule. Mr. Sowers seconded, unanimous approval as amended.

Mr. Veatch questioned the destruction disposition on Management Analysis Studies; Ms. Wiget agreed to change the disposition to "Contact the archives for appraisal – if not accepted, then destroy." Mr. Veatch was concerned about permanent retention on several of these entries; Ms. Wilke was concerned with creating a blanket 50 year retention on those entries, so the board will table all entries with a permanent retention so she can review individually. Entire Benefit Payment History is also tabled to confirm that it is for individuals' data.

Ms. Wilke explained that the executive secretary to the employment security board takes notes on how the board votes, which is why the series Notes – Board Meetings was revised. Mr. Yeary explained that this is a deliberative situation in which legal counsel determine the agency's final decision and write an order before a case may go to court, so that "board meeting" is something of a misnomer.

Ms. Mendoza therefore recommended that the entry be tabled and rewritten to reflect the larger workflow and business process involved.

Discussion turned to Quarterly Wage Reports, and similar schedule entries reflecting electronic data that could be stripped of its personally identifiable information and made open to users to manipulate the data.

The board with Ms. Wilke revised titles and descriptions on several entries.

Discussion turned to the case files for labor relations (0052-296); Ms. Mendoza remarked that in future she would like to have a general discussion regarding how state agencies handle their case files. In this entry she noted the "important rulings" language and questioned who makes that determination, indicating this is a larger issue for the state.

Ms. Mendoza decided that, due to the numerous changes necessary, all revised entries should be tabled until the changes can be made. Dr. Michaelis and the board commended Ms. Wilke for all the work she had already completed on revising her agency's retention and disposition schedule.

Motion: Mr. Veatch moved, Mr. Yeary seconded, unanimous approval to table the revised and superseded-to-other-schedule-entry entries.

Kansas State Treasurer's Office (STO): **Motion:** Dr. Michaelis moved, Mr. Veatch seconded, unanimous approval of Electronic Recordkeeping Plan.

Stan Jones, director of Municipal Bond Services at the agency, explained that bond transcripts are maintained in at least three locations: their office, the municipality, and the office that wrote the bond. The agency feels that pertinent data from transcripts is found elsewhere outside the transcripts. At five years after maturity, if the check has not been cashed, the bonds department transfers the records and data to the Unclaimed Property Division within the agency. Mr. Jones explained that most bonds are now done electronically, but some still use paper certificates. Those that still use paper need to be brought to the STO if any transfer of ownership occurs. The agency used to micro-fiche these records, but now plan to scan the records instead.

The agency is debating how long they need to retain data related to bonds. Mr. Jones explained that very old bonds may come in the door and the agency has to verify if the bond has already been paid or not. The agency is in internal discussion regarding how long these records need to be kept, and have found that currently they need to retain the records indefinitely.

Motion: Mr. Veatch moved approval of 0008-670 and 0012-670, noting that 0012-670 will now be permanent and both electronic and paper and that 0009-670 be tabled; Dr. Michaelis seconded. Unanimous approval as amended.

Kansas State Historical Society: The agency is in the midst of revamping existing office and work space to better utilize it. In the course of these moves, legacy records from the Conservation Department in the museum were found, and this particular series was deemed no longer archival. In order to dispose of the log books, Ms. Wiget is requesting that the board approve the schedule change.

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

Kansas Dept. of Administration: In 2010 the governor's clemency attorney left, and a member of Administration's counsel took over the role. That person has not relinquished that role, so the agency has new records that need to be scheduled related to clemency.

Ms. Mendoza questioned whether other KORA exemptions would apply to the clemency records series and recommended adding K.S.A. 45-221(a)(1)(3)(14)(20)(30).

Motion: Mr. Veatch moved approval, with amended restrictions; Dr. Michaelis seconded, unanimous approval of new schedule entry as amended.

Discussions turned to the revised entries and adding relevant restrictions to both 0910-173 and 0941-173.

Motion: Dr. Michaelis moved approval, Mr. Sowers seconded, unanimous approval of revised schedule entries as amended.

Motion: Mr. Veatch moved approval, Dr. Michaelis seconded, unanimous approval of entries superseded by other agency-specific schedule entries.

Housekeeping report: The board accepted the report.

State Records Center (SRC) closure: Due to changing financial circumstances, the Kansas Historical Society has determined that it can no longer effectively operate the State Records Center and will be closing the program down at the end of FY2015. State Archives staff are requesting help from the State Records Board with this process, namely to deal with retention schedule revisions that may be necessary, so that records currently stored at the SRC can be legally and properly be disposed of. State Archives staff are mostly concerned about records currently having an archival retention that they believe should be reappraised, as well as older records at the SRC that appear to have no schedule entry associated with them.

Paul Marx, records officer for the Kansas Department of Health & Environment (KDHE), would like to simplify his agency's schedule, which is currently cumbersome and out of date. He would like to schedule at a higher level than is currently the case and decide a more uniform retention, except for those records that clearly have a different retention. He agreed with Mr. Veatch that schedule changes will need to be evaluated program by program.

Dr. Michaelis suggested working with KSHS staff to make some test revisions for two programs, so board members can see what Mr. Marx is envisioning; Ms. Wiget further suggested that those revisions be to programs that have a bulk of records out at the Records Center.

Recognition of Pat Michaelis: Ms. Mendoza and the board profusely thanked Dr. Michaelis for her service to the board, for her guidance and suggestions. Dr. Michaelis noted that through this board one can really see how state government operates, and Ms. Mendoza agreed. Mr. Veatch stated that Dr. Michaelis has served on the State Records Board since 1992. She will be retiring from state service on March 27.

Ms. Mendoza adjourned the meeting at 11:16 a.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
March 26, 2015**

1. **Agency:** State General Retention and Disposition Schedule
2. **Records Officer:** **Phone:**
3. **Appraising Archivist(s):** Marcella Wiget, Matt Veatch, Joanna Hammerschmidt
4. **Date of Appraisal:** February 2015
5. **a) Total records – No. of Series:** 9
b) New series – No. of Series: 2
c) Revised existing series – No. of Series: 5
d) Obsolete schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 0
f) Series superseded by general schedule entries – No. of Series: 2
6. **Archival/Permanent records – No. of Series:** 5
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

State Archives' knowledge and experience of records; survey conducted with state agency and university records officers and relevant program staff.
9. **Appraisal Narrative:**

In reappraising records stored at the State Records Center that are supposed to be transferred to the State Archives, archives staff wished to revise certain general retention and disposition schedule entries, regarding grants and budgets, to streamline and clarify what should be transferred to the archives, what should be destroyed by state agencies. Archives staff also decided to use this opportunity to revise certain other general schedule entries. The staff experimented with gaining general approval from agency records officers and affected program staff by conducting an online survey (report from which follows).

General schedule revisions: Survey response data

Survey open and close dates: February 23 – March 18, 2015

Total survey response: 45 (sent to 83 email addresses of state agency and university records officers)

Proposed revisions to 0049-000 and 0050-000, Grant Files - Funded and Unfunded: The State Archives wishes to combine these two entries into a single entry and clarify that it is only for grants for which state agencies have applied. Does this change meet with your approval?		
Answer Options	Response Percent	Response Count
Yes	100.0%	38
No	0.0%	0
Comments, questions, or concerns?		6
<i>answered question</i>		38
<i>skipped question</i>		7

Written-in comments concerned respondents' agencies not having grant files and recommended a series title revision.

Proposed addition to the general schedule for grants administered by Kansas state agencies: The State Archives wishes to make clear the distinction between grants received by a state agency and grants administered by a state agency by adding this new entry to the general schedule. Does this meet with your approval?		
Answer Options	Response Percent	Response Count
Yes	100.0%	39
No	0.0%	0
Comments, questions, or concerns?		6
<i>answered question</i>		39
<i>skipped question</i>		6

Written-in comments either concerned respondents' agencies not having grant files OR

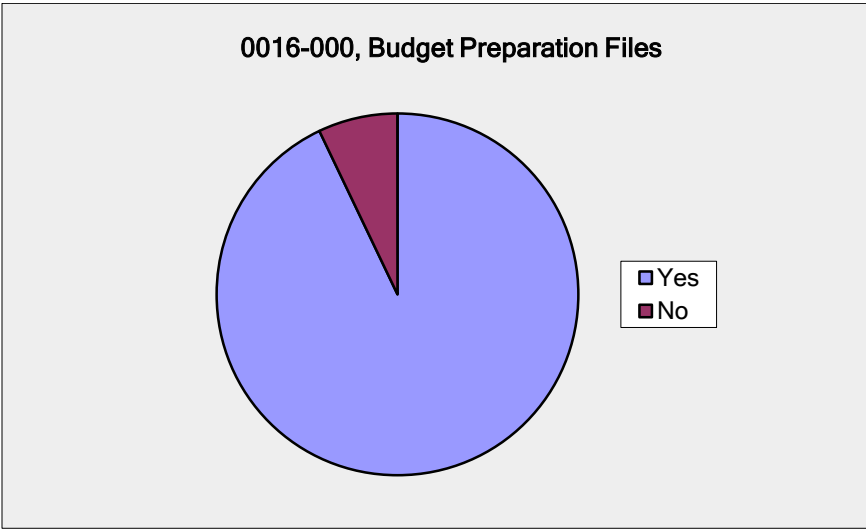
"May want to consider the five (5) year statute of limitations for enforcement of contracts. Some grants are handled pursuant to a contractual relationship. Thus, a legal action could be brought (with the grant as the basis) five years after the end date of the grant term."

"Our internal retention requirement for grant information is 3 fiscal years which seems to be in excess of the policy suggested above."

Proposed revisions to 0016-000, Budget Preparation Files - Annual: The State Archives would like to change the disposition from contacting archives staff for appraisal to outright disposal. Does this meet with your approval?		
Answer Options	Response Percent	Response Count
Yes	92.9%	39
No	7.1%	3
Comments, questions, or concerns?		1
answered question		42
skipped question		3

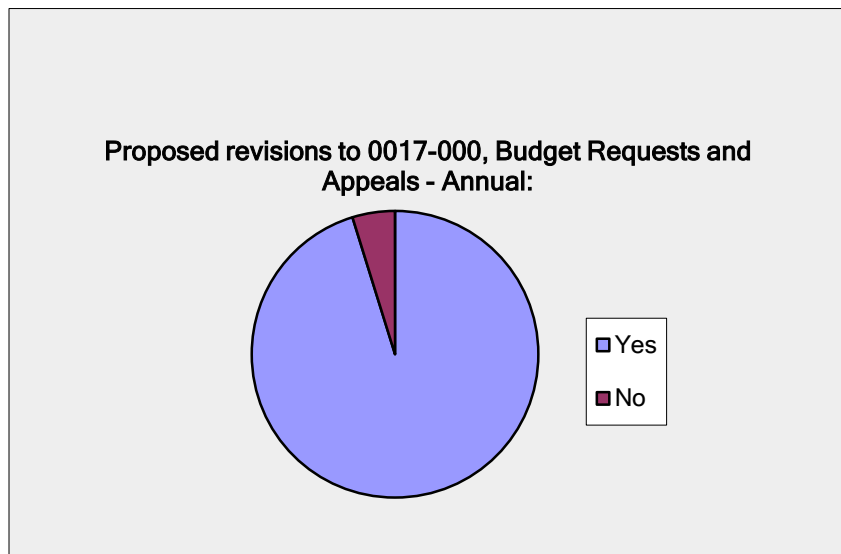
Written-in comment:

“There may be some federal-state programs (like Medicaid) that could require a retention period for all records associated with the program of longer than 5 years. That could include budget files.”



Proposed revisions to 0017-000, Budget Requests and Appeals - Annual: State Archives staff propose revising the retention on this general schedule entry for destruction in order to avoid duplication of material received from multiple sources (i.e. both the Division of Budget and individual state agencies). Does this meet with your approval?

Answer Options	Response Percent	Response Count
Yes	95.2%	40
No	4.8%	2
Comments, questions, or concerns?		0
<i>answered question</i>		42
<i>skipped question</i>		3



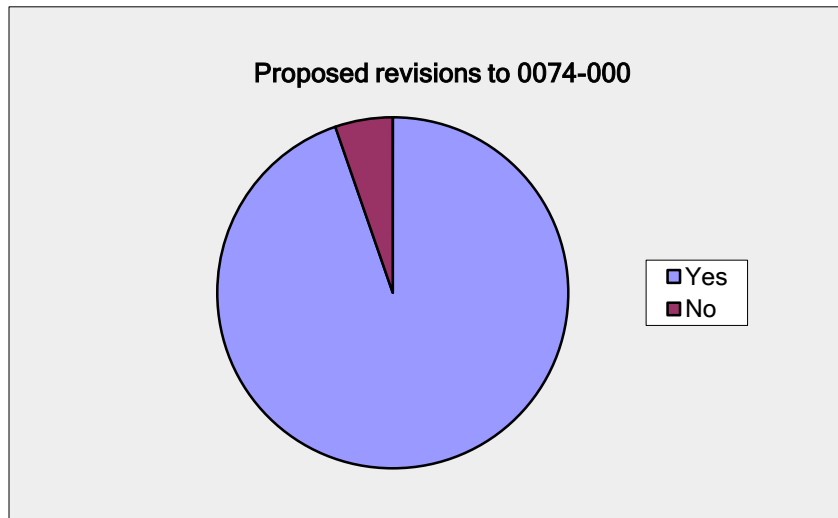
Proposed revisions to 0074-000, Memoranda of Understanding or Agreement - Interagency: State Archives staff propose adding a KORA restriction to this entry for any attorney work product created in the course of writing an MOA or MOU. The final memo would continue to be an open record. Does this meet with your approval?

Answer Options	Response Percent	Response Count
Yes	94.7%	36
No	5.3%	2
Comments, questions, or concerns?		2
<i>answered question</i>		38
<i>skipped question</i>		7

Written-in comments:

“As described, I would not interpret the series to include "attorney work product created in the course of writing an MOA or MOU." So my only concern is that adding the KORA restriction may lend the impression that the series is to be construed as including drafts, correspondence &/or other attorney work product, rather than just the final formal agreement.

“Internal memorandum in which opinions of state agency staff are expressed may qualify for continuing closure under KSA 45-221(a)(20). Not sure what "final memo" refers to in this context, but if it's that type of memo (from staff or an attorney) it may be closed under the KORA.”

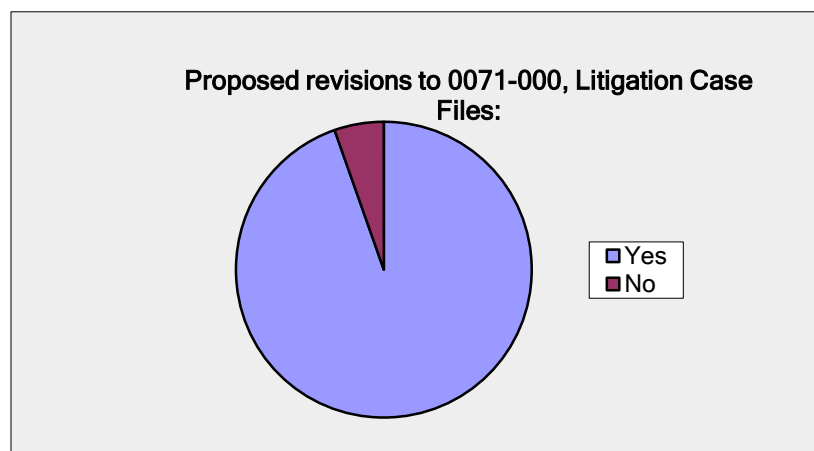


Proposed revisions to 0071-000, Litigation Case Files: State Archives staff propose adding additional access restrictions to this series schedule entry for those restrictions most likely to appear. Does this meet with your approval?		
Answer Options	Response Percent	Response Count
Yes	94.6%	35
No	5.4%	2
Comments, questions, or concerns?		2
<i>answered question</i>		37
<i>skipped question</i>		8

Written-in comments:

“The more accurate response probably is "not yet." What are the access restrictions for materials retained? That answer will influence whether it meets our approval or not.”

“Closure under (a)(11) ceases once the civil investigation is concluded. It is unlikely that an active investigation file would be transferred to archives.”



Proposed revisions to 0089-000, Programs and Invitations: State Archives staff would like to clarify what should be transferred to the archives and provide a time limit for when remaining materials should be destroyed. Does this meet with your approval?		
Answer Options	Response Percent	Response Count
Yes	100.0%	40
No	0.0%	0
Comments, questions, or concerns?		0
<i>answered question</i>		40
<i>skipped question</i>		5

Last two questions regarding additional changes to the general schedule: no substantive responses.

Retention/Disposition Schedule Entries

NEW ENTRIES

000-001

State General Retention and Disposition Schedule Administrative

Grant Files - Grants Applied for by State Agencies (Series Unknown)

Applications, supporting documentation, correspondence, and other records relating to federal, state, and private grants applied for by a Kansas state agency. Includes both funded and unfunded/unaccepted grant application records.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: See comments

Restrictions: None

Comments: Retain 005 fiscal years after the end of the grant period, then transfer initial grant application and any annual and final reports to the State Archives; destroy the remaining documents. Destroy unsuccessful grant applications 005 fiscal years after notification application was not accepted.

Last Surveyed 22 February 2015

Record Copy: Unknown

Remarks: 03/12/2015: new entry, to supersede 0049-000 and 0050-000 on the general schedule.

Grant files - Grants Administered by State Agencies (Series Unknown)

Records regarding the administration of grants awarded by a Kansas state agency to other state agencies and/or local entities. May include applications, correspondence, financial documentation, reports, and other related materials from managing individual grants. Also includes records related to the overall grant program administration, which may include but is not limited to drafts of materials, dissemination information, reference information, grant program rules and guidelines, and summary reports of program outcomes.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: See comments

Restrictions: None

Comments: Retain individual grant files until final reports are received and audits, if necessary, performed + 1 year, then destroy. Retain unfunded grant applications for 1 year after decisions made and appeals, if any, completed, then destroy. Retain overall grant program administration records until superseded by updated information, then contact the State Archives for appraisal - if not accepted, then destroy.

Last Surveyed 22 February 2015

Record Copy: Unknown

Remarks: 03/12/2015: new entry on the general schedule. State Archives staff wish to make distinct in the schedule the difference between grants received by state agencies and those administered by state agencies.

Retention/Disposition Schedule Entries

**SUPERSEDE TO NEW
GENERAL SCHEDULE
ENTRY FOR GRANT
FILES**

000-001

State General Retention and Disposition Schedule Administrative

Grant Files - Funded (Series 0049-000)

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

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain 5 years after the end of the grant period, transfer original applications and annual and final performance reports to the archives for purging, destroy remaining documents.

KAR Number 53-2-132

Last Surveyed 22 February 2015

Record Copy: Unknown

Remarks: 03/12/2015: supersede to the new entry for all grants applied for by state agencies.

Grant Files - Unfunded (Series 0050-000)

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

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

KAR Number 53-2-116

Last Surveyed 22 February 2015

Record Copy: Unknown

Remarks: 03/12/2015: supersede to the new entry for all grants applied for by state agencies.

Retention/Disposition Schedule Entries

REVISED ENTRIES

000-001

State General Retention and Disposition Schedule Administrative

Budget Preparation Files - Annual (Series 0016-000)

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

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

KAR Number 53-2-075

Last Surveyed 22 February 2015

Record Copy: Unknown

Remarks: 03/12/2015: revised the disposition from contacting the archives for appraisal first to outright destruction.

Budget Requests and Appeals - Annual (Series 0017-000)

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

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: State Archives considers copies transferred through the Division of Budget to be the official record copy.

KAR Number 53-2-075

Last Surveyed 22 February 2015

Record Copy: Unknown

Remarks: 03/12/2015: revised disposition from archives to destroy; added comment regarding where official record copy should be transferred from to the State Archives.

Litigation Case Files (Series 0071-000)

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

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: Portions may be restricted per K.S.A. 45-221(a)(3)(4)(11)(14)(20)(25)(30). Other restrictions may also apply for an individual agency.

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

litigation records 5 years after case is closed, then destroy.

KAR Number 53-2-133

Last Surveyed 22 February 2015

Record Copy: Unknown

Remarks: 03/12/2015: revised restrictions.

Memoranda of Understanding or Agreement - Interagency (Series 0074-000)

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

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: Portions may be restricted pursuant to K.S.A. 45-221(a)(25).

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

KAR Number 53-2-075

Last Surveyed 22 February 2015

Record Copy: Unknown

Remarks: 03/12/2015: added restriction, based upon initial discussions with Department of Administration's legal services.

000-007

State General Retention and Disposition Schedule

Public Relations

Programs and Invitations (Series 0089-000)

Documents related to official agency functions.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See comments

Restrictions: None

Comments: Retain all event planning materials for 3 fiscal years, then transfer 1 copy of program/invitation/final product(s), destroy the remaining materials.

KAR Number 53-2-075

Last Surveyed 22 February 2015

Record Copy: Unknown

Remarks: 03/12/2015: revised retention and disposition information.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
March 26, 2015**

1. **Agency:** Kansas Department of Agriculture – Division of Animal Health

2. **Records Officer:** Robert Large **Phone:** (785) 564-6716

3. **Appraising Archivist(s):** Marcella Wiget

4. **Date of Appraisal:** March 2015

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 schedule entries – No. of Series: 0

e) Series superseded by other schedule entries – No. of Series: 0

f) Series superseded by general schedule entries – 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 division head and legal counsel.

9. **Appraisal Narrative:**

Dr. William Brown requested a revision to this schedule entry in order to differentiate for which species certificates of veterinary inspection must be maintained a longer timeframe.

Retention/Disposition Schedule Entries

REVISED ENTRY

046-014

Department of Agriculture Animal Health

Animal Health Information Management System (Series 0316-046)

Electronic system containing data and providing pdf and other attachments to manage information regarding account owners, premises, and animal traceability in Kansas. Includes information regarding licensing for veterinarians, feed lots, herds, disposal plants, and other related entities; inspections; vaccinations, quarantines, and disease tracking; complaints and investigations; livestock dealer registrations; and special programs.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See comments

Disposition: Destroy

Restrictions: Portions restricted pursuant to KSA 45-221(a)(20) and (25), KSA 47-674(g), and KSA 47-1709(d) and (i).

Comments: Retain all data until inactive plus 5 years, except certificates of veterinary inspection for horses, cattle, sheep, goats, swine, ratites, cervids, and domestic fowl, which shall be retained for 10 years, then destroy or delete. Records of inspections pursuant to the Pet Animal Act citing a deficiency or violation not resulting in an enforcement action shall be destroyed or deleted within 3 years after the division receives notice the deficiency or violation is remedied.

Schedule Authority: Agency schedule

KAR Number 53-2-179

Last Surveyed 04 September 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 12/18/2013: new entry. Agency has begun scanning records and is saving records in USA Herds, which has an endorsed ERP. Division will conduct legacy scanning as possible; otherwise records from prior to FY2012 will remain in paper form. If approved, will supersede 0015-055, 0019-055, 0020-055, 0023-055, 033-055, 0055-055, 0056-055, 0058-055, 0039-055, 0040-055, 0041-055, 0042-055, 0044-055, 0045-055, 0046-055, 0047-055, and 0048-055.

03/10/2015: differentiated time frame for retention based on species.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
March 26, 2015**

1. **Agency:** Kansas State Board of Healing Arts
2. **Records Officer:** Jennifer Cook **Phone:** 296-2482
3. **Appraising Archivist(s):** Marcella Wiget, Joanna Hammerschmidt, Matt Veatch
4. **Date of Appraisal:** February-March 2015
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 schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 0
f) Series superseded by general schedule entries – 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 legal counsel; review of records.
9. **Appraisal Narrative:**

In preparing for closing down the State Records Center, State Archives staff requested the State Board of Healing Arts revise the schedule entry for investigative files so those records would no longer be transferred to the archives, based upon a reappraisal of the enduring value of these records to the state. Agency staff also decided to update other information contained in the schedule entry.

Retention/Disposition Schedule Entries

REVISED ENTRY

105-001

State Board of Healing Arts

Investigative Case Files (Series 0013-105)

Documents relating to investigations conducted by the Board of Healing Arts staff. Includes complaints, investigative reports, patient records, risk management and peer review records, attorney work product and other information created or received in the course of an agency investigation.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1), (2), (3), (9), (10), (11), (25), (30), (35), (49), KSA 65-2839a, K.S.A. 65-2898a, K.S.A. 65-4915, K.S.A. 65-4925, 42 CFR Part II

Comments: Retain in office 3 years after closure, transfer to offsite storage for 10 years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-119

Last Surveyed 10 March 2015

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 04/07/1999: Agency attorney request to retain in records center longer.

03/11/2015: Revised description, restrictions, and disposition from archives to destroy, after discussions with agency staff and reappraisal by archives staff. Electronic records currently consist of CDs of patient medical records obtained in course of investigation; not found in all investigative files.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
March 26, 2015**

1. **Agency:** Kansas Department of Labor
2. **Records Officer:** Heather Wilke **Phone:** 296-5063
3. **Appraising Archivist(s):** Marcella Wiget
4. **Date of Appraisal:** March 2015
5. **a) Total records – No. of Series:** 47
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 44
d) Obsolete schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 3
f) Series superseded by general schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 1
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussions with agency records officer.
9. **Appraisal Narrative:**

Records Officer Heather Wilke has taken the State Records Board's recommendations and requests for clarification from the January 2015 meeting and implemented in these revisions.

Retention/Disposition Schedule Entries

296-002

**Department of Labor
Division of Staff Services**

Management Analysis Studies (Series 0035-296)

Surveys, flow charts, budget material, case studies, projects, and reports gathered to review unit cost effectiveness or benefits to the agency.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs

Disposition: See comments

Restrictions: None

Comments: Retain in office 005 fiscal years, then contact the State Archives for appraisal - if not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-110

Last Surveyed 31 December 2014

Record Copy: Paper

Remarks: 09/10/1996: new entry.

12/31/2014: revised retention and disposition from archives for purging to destroy.

03/02/2015: revised disposition comments; noted record copy format.

296-003

**Department of Labor
Division of Employment Security**

Additional Claim Form (Series 0007-296)

Unemployment Insurance Application.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain five years after file closed, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Change in retention period. No longer in Division of Staff Services.

12/31/2014: added restriction; revised comments.

03/02/2015: added additional restriction.

Administrative Reviews (Series 0044-296)

Documents associated with appeals on Unemployment Insurance tax matters.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Located in Contributions unit. Kept for guidance on future administrative reviews.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction; revised comments.

Agendas (Series 0045-296)

Agendas compiled for board members.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Schedule Authority: Agency Schedule

KAR Number 53-2-117

Last Surveyed 07 August 1998

Record Copy: Unknown

Remarks: 08/07/1998: new entry.

12/31/2014: added restriction; revised disposition from archives to destroy.

03/02/2015: added additional restriction.

Annual Employer Benefit Charge Statement (Series 0047-296)

Annual statement sent to employers showing individual benefit charges on employees.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Located in Contributions unit. Retain for 10 years after termination of business, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: added restriction.

03/02/2015: revised retention and disposition, added additional restriction.

Appeals Unemployment Insurance Hearing Documents (Series 0077-296)

Documents created as the result of an unemployment insurance appeal being filed.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs after file closed

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Now includes series 0090-296 (Out-State Unemployment Insurance Hearing Documents).

12/31/2014: revised retention and disposition from permanent; added restriction.

03/02/2015: added additional restriction.

Benefit Continued Claim Forms (Series 0054-296)

Unemployment claimant weekly request for benefit and certification of eligibility.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 5 years after file closed, then destroy. Located in Benefit unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction.

Benefit Overpayment Account and Non-Fraud Record (Series 0009-296)

Overpayment record of non-fraud overpayment and any monies that have been collected from that individual.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 5 yrs after file closed, then destroy. Located in Benefit Payment Control unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/08/2008: Revised entry. Modified retention and change in office from Division of Staff Services to Employment Security.

12/31/2014: added restriction.

03/02/2015: revised description, added additional restriction.

Benefit Payment Control Fraud File (Series 0012-296)

Prosecutable fraud file.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 5 years after file is closed, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/08/2008: Revised entry. Change in retention period. No longer in Division of Staff Services. Now includes series 0016-296 (Claimant Statement to investigator), 0024-296 (Fraud Summary), 0034-296 (List of Evidence Sheet), and 0040-296 (Recap of Unemployment Insurance Overpayment).

12/31/2014: added restriction.

03/02/2015: added additional restriction.

Contributions Hearing Documents (Series 0055-296)

Documents associated with hearings of appeals on administrative reviews of tax matters.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Located in Contributions unit. Kept for guidance on future administrative reviews.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: added restriction.

03/02/2015: added additional restriction; revised comment.

Correspondence - Board Members (Series 0056-296)

Incoming and outgoing letters and memoranda concerning Employment Security Board of Review activities.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 07 August 1998

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: Revised retention and disposition from archives to destroy; added restriction.

03/02/2015: added additional restriction.

Delinquent Unemployment Tax Files (Series 0060-296)

Records from actions on collection of delinquent taxes and reports.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e)

Comments: Retain until delinquent taxes are paid, then destroy. Located in Contributions unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: added restriction.

Employer Charge Back Data (Series 0063-296)

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e)

Comments: These are electronic records. Retain in office for 4 years following beginning of new rate year, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-070

Last Surveyed 31 December 2014

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 04/30/1987: new entry.

12/31/2014: added restriction.

Employer Computer CrossMatch--Fraud Investigation (Series 0021-296)

Correspondence to employer to obtain claimant wage information.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 5 years after file closed, then destroy. Located in fraud unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction.

Employer Experience Rating (Series 0070-296)

Annual notice transmitted to employers informing of UI tax rate assigned, based on claim experience.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 10 years after termination of business, then destroy. Located in Contributions unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/22/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction; clarified title and description.

Employer Experience Rating Data (Series 0071-296)

Information used to compile annual experience rating notices, based on claim experiences for employees.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 10 years after termination of business, then destroy. Located in Contributions unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/22/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction; clarified title and description.

Employer Liability Data (Series 0065-296)

Documents relating to employer tax liability determinations.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 10 years after termination of business, then destroy. Located in Contributions unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 22 January 2008

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/22/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction.

Employer Non-Charge/Charge (Series 0066-296)

File that shows Benefits Unit's determination of charge or non-charge based upon the claim for unemployment benefits.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 10 years after termination of business, then destroy. Located in Contributions unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: added restriction.

03/02/2015: added additional restriction; revised retention period and added comments.

Employer Record (Series 0067-296)

Employer Account Record (EAR) listing all management aspects of the employers data for unemployment insurance tax purposes.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 10 years after termination of business, then destroy. Located in Contributions unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction.

Employer Unemployment Tax Audits (Series 0068-296)

Documents relating to audit of employer records pertaining to Unemployment Insurance tax matters.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 10 years after termination of business, then destroy. Located in Contributions unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/22/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction.

Employment Security Board of Review Decisions (Series 0048-296)

Documents recording the decision rendered by the Board of Review regarding appeals of previously denied benefits claims.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 5 years after file closed, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: revised restriction.
03/02/2015: revised restrictions.

Entire Benefit Payment History (Series 0069-296)

Record of unemployment insurance payment data for individuals.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 10 years

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Located in Benefits unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Now includes 0107-296 (Total Benefit Payment Record).

12/31/2014: added restriction.

03/02/2015: added additional restriction, clarified description.

Fraud Referral Memorandum (Series 0023-296)

Correspondence between Kansas Department of Labor legal and prosecuting authorities.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 5 years after file closed, then destroy. Located in Benefit Payment Control unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

Individual Benefit Claim File (Series 0027-296)

Documents relating to individual unemployment insurance claims.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 5 years after file closed, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Modified retention. Now includes series 0076-296 (Individual Claim Folders).

12/31/2014: added restriction.

03/02/2015: added additional restriction.

Investigation Files--Benefits Accuracy Measurement/Quality Control (Series 0029-296)

Documents relating to investigations of selected unemployment insurance claims conducted to assess whether the Department distributed benefits appropriately.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.A.R. 50-4-2, K.S.A. 45-221(a)(1)

Comments: Retain for 5 years after file closed, then destroy. Located in Performance Management unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: revised restriction.

03/02/2015: added additional restriction.

Lien, Final Notice and Tax Warrant Levies (Series 0080-296)

Legal notices on employer underpayment of Unemployment Insurance taxes.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Located in Contributions unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction.

Litigant Filed - Tried Cases (Series 0081-296)

Legal cases involving employers UI tax (Completed Cases), located in Contributions unit.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs after file closed

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(1)(25) and K.S.A. 44-714(e)

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: revised restriction.

03/02/2015: Revised retention and disposition; added additional restriction. 0082-296 and 0083-296 will be superseded into this entry.

Monetary Determination Record (Series 0085-296)

Legal notification to unemployment insurance claimant of their calculated weekly and total benefit amounts.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 10 years

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Located in Benefits unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: added restriction.

03/02/2015: added additional restriction.

Monthly Contribution Run (Series 0086-296)

All monetary transactions on employer accounts for the preceding month.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 5 years

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Located in Contributions unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction.

New Unemployment Insurance Claim Form (Series 0036-296)

Unemployment Insurance Claim Application.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 5 years after file closed, then destroy. Located in Benefits unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction.

Non-Liable Employer Documents (Series 0087-296)

Status documents of non-liable business entities.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for 5 years after file closed, then destroy. Located in Contributions unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry. Modified retention.

12/31/2014: added restriction.

03/02/2015: added additional restriction.

Non-Monetary Determination Record (Series 0088-296)

Legal notification to unemployment insurance claimant of their eligibility to receive unemployment insurance benefits.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 10 years

Disposition: Destroy

Restrictions: K.S.A. 44-714(e)

Comments: Located in Benefits unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: added restriction.

Notes - Board Meetings (Series 0084-296)

Notes regarding votes made by individual members of the Employment Security Board of Review. These are deliberation records.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Schedule Authority: Agency Schedule

KAR Number 53-2-117

Last Surveyed 31 December 2014

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 08/07/1998: new entry.

12/31/2014: revised title, description, disposition from archives to destroy, and added restriction.

03/02/2015: added additional restriction; revised description.

Purged Benefit Account Report (Series 0095-296)

Applications and supporting documentation concerning inactive unemployment compensation accounts of individuals.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Retain for five years after file closed, then destroy. Located in Benefits unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 19 December 1996

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 12/19/1996: revised entry.

01/24/2008: Revised entry. Modified retention.

12/31/2014: revised restriction.

03/02/2015: added additional restriction.

Quarterly Wage Report (Series 0096-296)

Quarterly reports made by employers of the wages paid to all employees and the employers' contributions to the unemployment compensation fund.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 fisc yrs

Disposition: Destroy

Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)

Comments: Located in Contributions unit.

Schedule Authority: Agency Schedule

KAR Number 53-2-154
Last Surveyed 12 May 1991
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 05/12/1991: new entry.
01/24/2008: revised entry.
12/31/2014: revised restriction.
03/02/2015: added additional restriction.

Requests for Disclosure of Tax Information (Series 0100-296)

Authorization form requesting UI tax information.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 5 years
Disposition: Destroy
Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)
Comments: Located in the Contributions unit.
Schedule Authority: Agency Schedule
KAR Number 53-2-154
Last Surveyed 31 December 2014
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 01/24/2008: Revised entry.
12/31/2014: added restriction.
03/02/2015: added additional restriction.

Tax Returns and Adjustments (Series 0104-296)

Forms used to adjust employers' quarterly wage reports and Unemployment Insurance tax returns.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 10 years
Disposition: Destroy
Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)
Comments: Located in Contributions Unit.
Schedule Authority: Agency Schedule
KAR Number 53-2-154
Last Surveyed 31 December 2014
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 01/24/2008: Revised entry.
12/31/2014: added restriction.
03/02/2015: added additional restriction.

Unemployment Insurance Benefit Overpayment Account and Fraud Record (Series 0008-296)

Record of overpayment of someone who has committed unemployment fraud and any monies that have been collected from that individual.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: See Comments
Disposition: Destroy
Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)
Comments: Retain for 5 yrs after file closed, then destroy. Located in Benefit Payment Control unit.
Schedule Authority: Agency Schedule
KAR Number 53-2-154
Last Surveyed 31 December 2014
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 01/08/2008: Revised entry. Changed retention and moved from Division of Staff Services to Division of Employment Security.
12/31/2014: added restriction.
03/02/2015: revised description and added additional restriction.

Unemployment Insurance Continued Claim Form--Fraud Investigation (Series 0017-296)
Weekly claim for unemployment benefits used for fraud investigation.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: See Comments
Disposition: Destroy
Restrictions: K.S.A. 44-714(e), K.S.A. 45-221(a)(1)
Comments: Retain for 5 years after file closed, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-154
Last Surveyed 31 December 2014
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 01/24/2008: Revised entry. Modified retention.
12/31/2014: added restriction.
03/02/2015: added additional restriction.

Unemployment Tax Collection Legal Files (Series 0108-296)
Copies of lawsuits, tax warrants, bankruptcy claims, and other legal files relating to the determination and collection of state unemployment taxes.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 44-714(e), K.A.R. 50-4-2, K.S.A. 45-221(a)(1)
Comments: Retain in office 2 years after case is settled or closed, then destroy. Originals are maintained with the District Courts. Any original accounting information is maintained in the Delinquent Accounts unit. Located in Legal unit.
Schedule Authority: Agency Schedule
KAR Number 53-2-154
Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 12/26/1996: revised entry.

01/24/2008: Revised entry. No longer in Division of Staff Services.

12/31/2014: revised restriction.

03/02/2015: added additional restriction.

296-008

Department of Labor

Legal Services

Case Files - Labor Relations (Series 0052-296)

Hearing transcripts, exhibits, and orders relating to the determination of appropriate bargaining units, the conduct of representation elections, and the resolution of prohibited practice complaints.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain in office 5 years, then transfer original fact finder reports, unit descriptions and important rulings to the archives. Retain other documents in office for 5 years, transfer to storage for 5 years, then destroy. Retain in office copies of fact-finder reports, unit descriptions and important rulings until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-113

Last Surveyed 01 October 1997

Record Copy: Unknown

Remarks: 12/31/2014 mwiget: Revised sub-agency and records transfer procedures information.

01/05/2015: added retention and disposition information for copies of records from 0053-296, to be superseded into this entry.

296-041

Department of Labor

Division of Workers' Compensation

Accident Reports (Form K-WC 1101-A) (Series 0185-296)

Reports filed with the division by employers concerning any accidents to their employees of which they have knowledge, as required by K.S.A. 44-557.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 050 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 44-550b, K.S.A. 45-221(a)(1)(48)

Comments: Scan, then destroy hard copy. Retain reports maintained in electronic format 50 years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-161

Last Surveyed 31 December 2014

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/14/09: Shortened retention period from 50 years.

12/31/2014: lengthened retention period back to 50 years due to statutory changes.

03/02/2015: 03/02/2015: added additional restrictions.

Elections Files (Series 0197-296)

Documents relating to an employer's acceptance or nonacceptance of the provisions of the Workers' Compensation Act.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 050 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 44-550b, K.S.A. 45-221(a)(1)(48)

Comments: Scan, then destroy hard copy. Retain electronic reports 50 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-159

Last Surveyed 31 December 2014

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 04/01/2009: Shortened retention from 50 calendar years.

12/31/2014: lengthened retention back to 50 years due to statutory changes.

03/02/2015: added additional restrictions.

Final Releases (Form D) (Series 0198-296)

Form granting employers final release from liability following the closure of a workers' compensation claim file.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 050 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 44-550b, K.S.A. 45-221(a)(1)(48)

Comments: Scan, then destroy hard copy. Retain electronic reports 50 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-161

Last Surveyed 31 December 2014

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/14/09: Shortened retention period from 50 years.

12/31/2014: lengthened retention back to 50 years due to statutory changes.

03/02/2015: added additional restrictions.

Retention/Disposition Schedule Entries

Superseded by other
agency-specific
entries

296-003

Department of Labor Division of Employment Security

Litigant Filed - Tried Cases: General (Series 0082-296)

Legal cases involving employers UI tax: General

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: Permanent

Disposition: Permanent

Restrictions: K.S.A. 45-221(a)(25) and K.S.A. 44-714(e)

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: revised restriction.

03/02/2015: supersede entry into 0081-296 for all tried cases.

Litigant Filed - Tried Cases: Specific Section (Series 0083-296)

Legal cases involving employers UI tax: Specific Units

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: Permanent

Disposition: Permanent

Restrictions: K.S.A. 45-221(a)(25) and K.S.A. 44-714(e)

Schedule Authority: Agency Schedule

KAR Number 53-2-154

Last Surveyed 31 December 2014

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/24/2008: Revised entry.

12/31/2014: revised restriction.

03/02/2015: supersede entry into 0081-296 for all tried cases.

296-008

Department of Labor Legal Services

Case Files - Labor Relations - Copies (Series 0053-296)

Hearing transcripts, exhibits, and orders relating to the determination of appropriate bargaining units, the conduct of representation elections, and the resolution of prohibited practice complaints.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain in office copies of fact-finder reports, unit descriptions and important rulings until no longer useful, then destroy. Transfer originals to the archives after 5 years. Retain other documents until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-113

Last Surveyed 09 October 1997

Record Copy: Unknown

Remarks: 12/31/2014 mwiget: Revised sub-agency information.

01/05/2015: supersede this entry into 0052-296, Case Files - Labor Relations.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
March 26, 2015**

1. **Agency:** Kansas Office of the Attorney General
2. **Records Officer:** Lisa Mendoza **Phone:** 368-8063
3. **Appraising Archivist(s):** Marcella Wiget
4. **Date of Appraisal:** March 2015
5. **a) Total records – No. of Series:** 3
b) New series – No. of Series: 0
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: 2
f) Series superseded by general schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 1
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 1
8. **Appraisal Based Upon:**

Discussions with agency records officer, review of records.
9. **Appraisal Narrative:**

In preparing for the closure of the State Records Center, Attorney General's staff reviewed the existing general entry for case files on its schedule and determined with State Archives staff to review retention and disposition information.

Retention/Disposition Schedule Entries

REVISED ENTRY

082-XXX

Office of the Attorney General

Multiple subunits/subunit not defined

Case Files (Series 0172-082)

Pleadings/filings, research, case notes, interviews, correspondence, contracts, billings, complaint forms, appeal files, and other supporting documentation relating to criminal, consumer, antitrust, medicaid fraud, and civil cases. Includes cases handled by outside counsel, charitable trust, and amicus curiae cases, as well as consumer protection Enforcement Action Files and Multi-State Actions. Does NOT include any case files specifically outlined in other divisions, including but not limited to Abuse, Neglect and Exploitation cases, Cases on Appeal, Outstanding Warrants cases, No-Charge Reports, Homicide cases, and Sex Offense cases.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See comments

Restrictions: Portions may be restricted pursuant to K.S.A. 22-4707, 38-2326, 45-221(a)(1)(2)(3)(5)(10)(11)(14)(20)(25)(25)(29)(30)(47), 60-226, 60-426

Comments: Record copy may be paper or electronic. Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. 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. Retain remaining paper records and materials, as well as digital images in system, until the case is closed, plus 16 years. At conclusion of that time period, the State Archives, in consultation with the Attorney General's Office, will appraise the records and materials for transfer to Archives. If not accepted for transfer to Archives, destroy per Archives' assessment and written directive.

Schedule Authority: Agency Schedule

KAR Number 53-2-166

Last Surveyed 06 March 2015

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified applicable subunits, description, and comments. Added restrictions. Supersedes Case Files - Litigation (0127), Litigation Records (0063-082), Case Records - General Criminal (0107-082), Case Files - Antitrust (0137-082), Amicus Curiae Records (0123-082), Case Files - Amicus Curiae (0126-082), and Investigation Files (0173-082).

1/11/10: Revised to cover reformatting to digital imaging; revised retention from "Retain in office until case is closed (include appeal, probation, and/or incarceration/parole time if applicable). Then transfer to Records center for 5 years. Then transfer to Archives for purging, unless requested by a law enforcement agency or federal agency."

1/21/2011: Revised Description to remove "evidence" and "(Evidence obtained from others may be disposed in accordance with protective order, if any.)", and to include "Materials...".

03/06/2015: revised description to include records from 0141-082 and 0144-082, Enforcement and Multi-State Action Files; revised retention and disposition comments, added restrictions, added paper as a record copy format. ERP was revised and endorsed again by the ERC in

January 2013.

Retention/Disposition Schedule Entries

**SUPERSEDE INTO
ANOTHER
AGENCY-SPECIFIC
SCHEDULE ENTRY**

082-007

Office of the Attorney General Consumer Protection Division

Enforcement Action Files (Series 0141-082)

Legal documents, correspondence, reports, and other supporting documentation relating to consumer protection, anti-trust, and charitable organization cases in which collection of judgment or consent agreements were enacted. 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.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Permanent

Restrictions: Portions per KSA 45-221(a)(2)(3)(5)(10)(11)(25)(30)

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-166

Last Surveyed 21 January 2011

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Shortened on-site retention (from 5 years). 1/25/10: Revised to cover change in format to digital, subject to Electronic Recordkeeping Plan; revised disposition from "Archives" to "Permanent."

1/21/2011: Revised Description to include "Materials..."; revised Comments to remove "At close of collection effort, the AG may destroy or return to source those records which were obtained as the result of a confidentiality agreement. Remaining".

03/09/2015: supersede entry into 0172-082, general entry for Attorney General's Office Case Files.

Multi-State Actions (Series 0144-082)

Legal documents, pleadings/filings, research, correspondence, publications, reports, notes, contracts, billings, etc., relating to cooperation among states regarding consumer protection, anti-trust, and charitable organization issues. Materials, including records obtained from others may be returned to their source or otherwise disposed of in accordance with a court order, court rule, or agreement.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Permanent

Restrictions: Portions per KSA 45-221(a)(1)(2)(3)(5)(10)(11)(25)(30)

Comments: Retain paper documents until scanned into system and until quality assurance is performed, then destroy. Retain digital images in system permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-166

Last Surveyed 21 January 2011

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified on-site/record center breakdown regarding retention.

1/25/10: Revised to include change in format, subject to Electronic Recordkeeping Plan; revised disposition from "Archives" to "Permanent."

1/21/2011: Revised Description to include "Materials..."; revised Comments to remove "At the end of litigation/action, the AG may destroy or return information obtained from a confidentiality agreement" & "remaining" (in reference to paper).

03/09/2015: supersede entry into 0172-082, general entry for Attorney General's Office case files.

Housekeeping Changes Since 15 January 2015

20 March 2015

Housekeeping Edit

173-011

Department of Administration

Legal Services

Attorneys' Opinion Files (Series 0008-173)

Description: Opinions of attorneys in Chief Counsel's office on various subjects.

Change: Moved series to appropriate sub-agency.-- mwiget, 23 January 2015

Research Files - Chief Attorney (Series 0028-173)

Description: General subject files are maintained for research purposes. Examples of the subjects include civil rights, discrimination, and equal rights.

Change: Moved series to appropriate sub-agency.-- mwiget, 23 January 2015

296-003

Department of Labor

Division of Employment Security

Benefits Timeliness and Quality (BTQ) Reviews (Series 0224-296)

Description: Benefits Timeliness and Quality (BTQ) Review cases.

Change: Added KAR number-- mwiget, 04 March 2015

549-001

Real Estate Commission

Certifications - Other States (Series 0002-549)

Description: Documents relating to requests for certifications made from out of state firms on an individual.

Change: Noted record copy formats.-- mwiget, 12 March 2015

Consent to Examine Trust Accounts (Series 0004-549)

Description: Documents submitted by brokers authorizing representatives of the commission to examine their trust accounts.

Change: Noted record copy formats.-- mwiget, 12 March 2015

Obsolete

034-005
Adjutant General's Department
Archives Section

Card Index for Enlisted National Guard Officers (Series 0064-034)
Description: Card indexes used as a finding aid to the Kansas National Guard Service Records microfilm.

Change: Records are no longer created by the agency.-- mwiget, 09 March 2015

World War I and World War II Statement of Service Files (Series 0072-034)
Description: Statements of military service containing discharge information on Kansas citizens serving in the armed forces during World War I and World War II.
Change: Series is obsolete.-- mwiget, 10 March 2015

034-008
Adjutant General's Department
Division of Emergency Preparedness
Deputy Director

Weekend Duty Files (Series 0167-034)
Description: Rosters listing Kansas National Guard personnel available for weekend duty in the event of a disaster.

Change: Agency staff indicate this series is no longer created.-- mwiget, 09 March 2015

Emergency Operations Communications

National Attack Warning System State Warning Point Check Files (Series 0132-034)
Description: Log recording results of daily monitoring of National Attack Warning System warning point sites conducted to ensure that operational standards are maintained.

Change: Agency staff indicate this series is no longer created.-- mwiget, 09 March

2015

Emergency Operations Local Programs

Radio Files (Series 0139-034)

Description: Information files relating to military affiliate and other radio systems designated for emergency preparedness use in the event of a disaster.

Change: Agency staff indicate this series is no longer created.-- mwiget, 09 March 2015

Fiscal Section

Direction Control and Warning Grant Files (Series 0104-034)

Description: Variety of documents relating to federal grants to counties and cities for the purchase and repair of emergency warning and communication equipment.

Change: Agency staff indicate this grant line no longer exists.-- mwiget, 09 March 2015

Emergency Operating Center Grant Project Files (Series 0109-034)

Description: Variety of documents related to the division's administration of Federal Emergency Management Agency (FEMA) funding designated to provide construction of emergency operating centers in the counties.

Change: Agency staff indicate this program does not exist now.-- mwiget, 09 March 2015

Population Protection Planning

Food, Feed, and Seed Facilities Lists (Series 0121-034)

Description: Computer printouts listing all the warehouse facilities available for use in the event of a disaster.

Change: Agency staff indicate these records are no longer created by them.-- mwiget, 09 March 2015

Technological Hazards

Correspondence - County (Series 0094-034)

Description: Correspondence exchanged between division staff and county officials regarding hazardous incidents/accidents, county exercises and other issues of mutual concern.

Change: Agency staff indicate this series is no longer created.-- mwiget, 10 March

2015

173-001

Department of Administration
Office of the Secretary

Telecommunications Logs (Series 0037-173)

Description: The nature and purpose of these records is unknown.

Change: Agency staff indicate another entity is responsible for creating these records now.-- mwiget, 23 January 2015

Telephone Billing Records (Series 0038-173)

Description: These records consist of contracts and background information related to the state telecommunication services.

Change: Agency staff indicate another entity is responsible for creating these records now.-- mwiget, 23 January 2015

Telephone Billing Records (Series 0036-173)

Description: Records consisting of contracts and background information related to the state telecommunication services.

Change: Agency staff indicate another entity is responsible for creating these records now.-- mwiget, 23 January 2015

Superseded series

034-002

Adjutant General's Department
Office for State Personnel

Correspondence - Policy Related (Series 0175-034)

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 by 0027-000 on general schedule.-- mwiget, 02 March 2015

034-005

Adjutant General's Department Archives Section

Correspondence - Policy Related (Series 0066-034)

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 by 0027-000 on general schedule.-- mwiget, 09 March 2015

Correspondence - Routine (Series 0067-034)

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 by 0028-000 on general schedule.-- mwiget, 09 March 2015

549-001

Real Estate Commission

Correspondence - Routine (Series 0006-549)

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 by 0028-000.-- mwiget, 12 March 2015

Vendor Files (Series 0014-549)

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

Change: Superseded by 0121-000.-- mwiget, 12 March 2015