

**AGENDA
STATE RECORDS BOARD**

5/21/2015

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. Kansas Department of Agriculture – Fiscal Operations: new entry
4. Kansas Department of Agriculture – Grain Warehouse Program: revised entry
5. Kansas Dept. of Health & Environment – Secretary’s Office: Revised entry
6. Kansas Dept. of Health & Environment – Legal Services: Revised entries
7. Kansas Dept. of Health & Environment – Bureau of Air: Revised entries
8. Kansas Dept. of Health & Environment – Bureau of Environmental Remediation: Revised entries
9. Kansas Dept. of Health & Environment – Bureau of Environmental Field Services
 - a. Revised entries
 - b. Superseded into other agency-specific schedule entry
10. Kansas Dept. of Health & Environment – Bureau of Waste Management: Revised entries
11. Kansas Dept. of Health & Environment – Bureau of Water:
 - a. Revised entries
 - b. Superseded into other agency-specific schedule entry
12. Kansas Dept. of Health & Environment – Environmental & Health Laboratories:
 - a. Revised entries
 - b. Superseded into other agency-specific schedule entries
13. Kansas Dept. of Health & Environment – Environment Division
 - a. Superseded into other agency –specific schedule entry
14. Housekeeping changes:
 - a. Housekeeping
 - Kansas Adjutant General’s Department
 - Kansas Department of Health & Environment:
 1. Bureau of Waste Management
 2. Bureau of Water
 3. Bureau of Environmental Health-Radiation
 4. Bureau of Family Health
 - Kansas Real Estate Commission
 - b. Obsolete
 - Kansas Department of Health & Environment:
 1. Comptroller’s Office
 2. Personnel
 3. Bureau of Air
 4. Bureau of Environmental Remediation

5. Bureau of Environmental Field Services
6. Bureau of Waste Management
7. Bureau of Water
8. Bureau of Consumer Health

- c. Superseded to the general schedule
 - Kansas Corporation Commission
 - Kansas Department of Health & Environment:
 1. Secretary's Office
 2. Comptroller's Office
 3. Communications
 4. General Services
 5. Personnel
 6. Bureau of Environmental Field Services
 7. Bureau of Waste Management
 8. Bureau of Family Health
 9. Health Division-Director's Office
 - Office of the Securities Commissioner
15. Other business:
- a. Future meetings:
 - June 18, 2015
 - July 16, 2015
 - October 22, 2015
 - January 14, 2016

State Records Board
16 April 2015
Executive Conference Room, Kansas State Historical Society

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

Also present: Carol Moreland, Kansas Board of Nursing
Joanna Hammerschmidt, KSHS
Marcella Wiget, KSHS
Stacey Serra, Kansas Real Estate Commission
Michael Smith, Kansas Department of Health & Environment
Janice Harper, Kansas Adjutant General's Department
Yolanda Rightmeier, Adjutant General
Rick Scheuffler, Kansas Department of Agriculture
Kyle Gonterwitz, Kansas Department of
Transportation
Tish Becker, Kansas Insurance Department
Ken Abitz, Insurance Dept.

Matt Veatch convened the meeting at 8:41 a.m. and began the introductions.

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

Kansas Dept. of Transportation: The agency has a roadway data system that has not previously been scheduled. Kyle Gonterwitz noted that there are other systems used by the department that don't currently appear scheduled, and they will continue working on getting those systems scheduled.

The roadway data system provides information about road mileage and longevity, among other related matters; the system also generates reports. Transportation worked with Joanna Hammerschmidt and maps curator Bob Knecht at the Historical Society to determine what the State Archives would be interested in transferring.

There was some confusion about older draft entries included in the packet; the board determined they were only discussing series entries from the Geographic Information System Unit.

Mr. Veatch requested clarification about why the State Archives would receive both a paper and electronic copy of certain records. Ms. Hammerschmidt explained that when speaking with Mr. Knecht, at times it's easier to work with paper rather than electronic. Ms. Hammerschmidt also noted that it's better to start from the KDOT's paper version, largely because these maps may be large-format, and KSHS attempting to print later from the electronic pdf would have different compression issues. Mr. Veatch requested that this information be included in the internal remarks for future public records staff to be aware of. Jennie was concerned about duplicative recordkeeping and storage costs to the archives; both Ms. Wiget and Ms. Hammerschmidt noted these are low-volume transfers.

Mr. Veatch wanted to know what the State Archives would receive from the Planning Roadway Geometry and Linear Referencing Systems Data; Mr. Gonterwitz explained the archives would receive a shapefile and comma delimited text file. KDOT sends this information to the Federal Highway Administration for review and approval and then downloads it from their system. Then then intend to transfer a copy of the information to the archives.

Motion: Mr. Veatch moved approval of the GIS Unit series entries, Mr. Yeary seconded, unanimous approval of schedule entries as presented.

Agriculture: Rick Scheuffler explained that all four series entries under discussion are related to the State Records Center closure. He noted that Chemigation Permit Files used to have a 55 year retention period, but nobody in the program knows why; he thought it might have something to do with chemigation permits being tied to water rights.

Mr. Veatch requested clarification about the comments on the Chemigation Permit Files, particularly noting that certain documents are non-permanent. Mr. Scheuffler explained that correspondence and supporting documentation is typically routine back-and-forth letters ensuring a landholder understands the ramifications of receiving a chemigation permit. After further discussion, the board determined that Retention and Disposition should say "See comments" and no other clarifications are necessary on this entry.

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

Kansas Insurance Department – Financial Surveillance: Ms. Wiget explained that this schedule revision began because the State Archives requested some changes, and the division decided because they were looking at some schedule entries, they would take a look at the rest of their division's entries and make additional revisions necessary.

Motion: Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of schedule entries as presented.

Kansas Insurance Department-Legal Division: Ms. Wiget noted that the division would like to table Final Orders, 0024-331, until they have had a chance to discuss how those records should be kept in further detail with the State Archives. Ms. Mendoza noted a few additional access restrictions to Disciplinary Files.

Motion: Ms. Chinn moved approval, Mr. Veatch seconded, unanimous approval of 0021-331 as amended.

Real Estate Commission: Ms. Wiget explained that the agency began revising their retention schedule last year, and Stacey Serra has inherited the project. She hopes this will take care of their revisions until the agency gets an electronic recordkeeping process in place.

Ms. Mendoza had concerns about the Action Files, noting that even if emails and other documentation related to the action are not compiled with the rest of the file, they would be considered part of the action file and therefore should be restricted. She noted restrictions that should also be added to Audit Files – No Action and License Application Files, and that 5 USC Sec. 522a should be removed from License Application Files. Mr. Veatch wanted to know whether the agency would be destroying microfiche from the application files, and Ms. Serra explained the agency is reviewing the fiche and ensuring anyone who had been licensed 10 years ago has been converted to non-fiche format. The agency has an outdated electronic recordkeeping system and is interviewing vendors to update the system.

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

Motion: Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of superseded entry as presented.

Kansas Board of Nursing: Ms. Wiget explained that most of the revisions are at the request at the State Archives, but Carol Moreland is also taking advantage to clean up terminology and take care of some other records retention matters. Ms. Moreland explained that the Board of Nursing has not performed the examination of nursing professionals for several years, only receiving documentation about that examination's results. She also noted that the agency is working on completing an Electronic Recordkeeping Plan (ERP) but until then the agency is prepared to keep the paper files.

Ms. Mendoza suggested some revisions to the restrictions listed in each of the licensing file series and for 0021-482, Investigative Files.

Ms. Moreland stated the Investigative Files have been a challenge for the agency. Some staff believe the records need to be kept forever, and these records have never been imaged. The records also take up a great deal of space, in part due to duplication within the files. The agency intends to take the boxes back and image them. Ms. Moreland requested advice from the State Records Board regarding how to handle the investigative files. Mr. Veatch noted that so long as the agency goes through a QA process with their imaging, and have an approved ERP, the agency does not need to maintain the paper. Ms. Wiget and Mr. Veatch also suggested talking with other states' Boards of Nursing to determine how long those boards retain the investigative files. Ms. Mendoza suggested a retention involving 10 years after non-renewal or after confirmation that the licensed individual is deceased for the license files.

Motion: Ms. Chinn moved, Mr. Veatch seconded, unanimous approval of revised entries as amended.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of superseded entry as presented.

Kansas Department of Health & Environment: Michael Smith introduced himself and noted that he has inherited the records officer role from Paul Marx, who has left the agency. He described the new entries, explaining that he met with Chris Seeds, the bureau's records custodian, earlier this week because she was not available for the meeting this morning. Both he and Ms. Wiget commended Ms. Seeds for her work on updating her bureau's retention schedule.

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

Ms. Wiget noted that after sending out the packet to the State Records Board, the Public Water Supply Section requested an amendment to the retention period for series entries 0723-264 through 0725-264, from 004 cldr yrs to 005 cldr yrs, in order to be more consistent across their schedule.

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

Ms. Mendoza suggested adding access restrictions to several records series. Mr. Veatch noted that there are several entries with an archival disposition, moreso than usual, including records of a transactional nature, largely due to the critical nature of the environmental matters these records concern.

Motion: Mr. Veatch moved approval, Ms. Chinn seconded, unanimous approval of revised entries as amended, minus the 3 entries already amended and approved.

Motion: Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of superseded entry as amended.

Adjutant General's Dept: Ms. Mendoza requested standardizing some retention language and suggested adding a restriction to 0124-034.

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

Ms. Wiget noted there had been several duplications on the agency's schedule, and the superseded entries were an attempt to clean up that duplication.

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

Housekeeping report: The Board accepted the report.

Meeting adjourned at 10:27 a.m.

DRAFT

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 21, 2015**

1. **Agency:** Kansas Dept. of Agriculture – Office of the Secretary, Fiscal Operations

2. **Records Officer:** Robert Large **Phone:** 785-564-6715

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

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

5. **a) Total records – No. of Series:** 1

b) New series – No. of Series: 1

c) Revised existing series – No. of Series: 0

d) Obsolete 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:**

Review of records, discussions with Agriculture counsel Rick Scheuffler.

9. **Appraisal Narrative:**

These records were discovered housed at the State Records Center erroneously under the general schedule entry for audit reports. Upon review of the records, State Archives staff determined they do not belong at the archives, and neither State Archives nor Agriculture staff could find an existing schedule entry for the records.

Retention/Disposition Schedule Entries

NEW ENTRY

046-001

**Department of Agriculture
Office of the Secretary
Fiscal Operations**

Regulated Entities Audit Reports (Series Unknown)

Audit reports, supporting documentation, and correspondence, including final audit reports, working documents, fee and penalty calculations, accounting practices, and business records relating to audits of regulated entities.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 010 fisc yrs

Disposition: Destroy

Restrictions: Portions may be restricted pursuant to K.S.A. 45-221(a)(1), (2), (11), (20), (25), (30), (31), (49); K.S.A. 45-221(b).

Comments: Records related to any audit leading to an evidentiary hearing will be retained in the Legal Division under 0311-046, Appeal Files.

Schedule Authority: Agency schedule

Last Surveyed 17 April 2015

Record Copy: Paper

Remarks: 04/28/2015: new entry.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 21, 2015**

1. **Agency:** Kansas Dept. of Agriculture – Grain Warehouse Program
2. **Records Officer:** Robert Large **Phone:** 785-564-6715
3. **Appraising Archivist(s):** Marcella Wiget, Matt Veatch, Joanna Hammerschmidt
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:**

Review of records, discussion with agency counsel Rick Scheuffler.
9. **Appraisal Narrative:**

These records were considered archival when originally scheduled; the State Archives have reappraised and found the records may sometimes have enduring value but would prefer to have the ability to choose what to accept, what can be destroyed.

Retention/Disposition Schedule Entries

REVISED ENTRY

046-004

Department of Agriculture Grain Warehouse Program

Felonious or Adverse Nature Grain Elevator Files (Series 0094-046)

Documents relating to the grain elevator companies that have been in violation of statutes or regulations.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 010 cldr yrs

Disposition: See comments

Restrictions: KSA 34-251

Comments: Retain for 010 calendar years in hardcopy or digital format, then offer to State Archives. If not accepted by archives, destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-116

Last Surveyed 24 February 2015

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 05/04/2015: revised retention from 20 to 10 years; revised comments to allow for destruction if not accepted by archives. Agency has an endorsed ERP.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 21, 2015**

1. **Agency:** Kansas Dept. of Health & Environment – Secretary’s Office
2. **Records Officer:** Michael Smith **Phone:** 785-296-1333
3. **Appraising Archivist(s):** Joanna Hammerschmidt, Marcella Wiget, Matt Veatch
4. **Date of Appraisal:** April – May 2015
5. **a) Total records – No. of Series:** 4
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: 3
6. **Archival/Permanent records – No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Review of records, discussion with agency staff and records officer, Michael Smith.
9. **Appraisal Narrative:**

These were originally held “until no longer useful,” however as they are a copy of an official record the retention was revised to reflect the length of actual use.

Retention/Disposition Schedule Entries

REVISED ENTRY

264-001

**Department of Health and Environment
Communications
Secretary's Office**

Health and Environment Case Files (Series 0188-264)

Reference copies of documents of case files. Contents include: information concerning cases, letters, attorney's notes, correspondence, etc.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Until Case is Closed

Disposition: Destroy

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

Comments: Original Documents are held under 0177-264

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 25 May 1989

Record Copy: Unknown

Remarks: Per Agency Staff revised the Retention period and comments. These are reference copies the originals follow 0177-264

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 21, 2015**

1. **Agency:** Kansas Dept. of Health & Environment – Legal Services
2. **Records Officer:** Michael Smith **Phone:** 785-296-1333
3. **Appraising Archivist(s):** Joanna Hammerschmidt, Marcella Wiget, Matt Veatch
4. **Date of Appraisal:** April – May 2015
5. **a) Total records – No. of Series:** 3
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 3
d) Obsolete 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:** 1
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Review of records, discussion with agency staff and records officer, Michael Smith.
9. **Appraisal Narrative:**

These were originally held “until no longer useful” or transferred to the archives, however, based upon reappraisal it was determined that some have a supersedence to their use and agency staff would like authority to identify those significant case files to be retained in the archives.

Retention/Disposition Schedule Entries

REVISED ENTRIES

264-001

Department of Health and Environment Communications Legal Services

Case Files (Series 0177-264)

Documents relating to case files including: correspondence, pleadings, transcripts, pictures, attorney work papers, complaints, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 cldr years post closure

Disposition: See Comments

Restrictions: Portions may be restricted per K.S.A. 45-221(a)(1)(2)(3)(4)(5)(6)(10)(11)(14)(20)(25)(29)(30)(47), K.S.A. 60-226, and K.S.A. 60-426.

Comments: Transfer significant cases as determined by the agency to the archives. Destroy all others.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 29 April 2015

Record Copy: Paper

Remarks: Per Agency staff revised retention to set time frame. Included ability for agency to purge non significant/precedent setting cases before transferring to the archives.

Desk Reference Files (Series 0180-264)

Convenience aggregations of legal reference materials.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Retain until no longer useful, or superseded

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 13 May 2015

Record Copy: Paper

Remarks: 05/04/2015 jhammersch: Per Agency Staff, this is no longer kept.

05/13/2015 jhammersch: Per Agency staff, the revised the entry to reflect current practices instead of making obsolete.

General Bureau Information Files (Series 0176-264)

Variety of documents dealing with information about specific bureaus in the department including: memoranda, letters, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until superseded or no longer useful

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 20 May 1989

Record Copy: Unknown

Remarks: 05/04/2015 jhammersch: Per Agency Staff, this is no longer kept.

05/15/2015 jhammerschmidt: Agency staff advised that upon further reflection these exist in some format and would like to keep. They provided a revised retention.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 21, 2015**

1. **Agency:** Kansas Dept. of Health & Environment – Bureau of Air
2. **Records Officer:** Michael Smith **Phone:** 785-296-1333
3. **Appraising Archivist(s):** Joanna Hammerschmidt, Marcella Wiget, Matt Veatch
4. **Date of Appraisal:** April – May 2015
5. **a) Total records – No. of Series:** 12
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 5
d) Obsolete schedule entries – No. of Series: 7
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:** 2
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Review of records, discussion with agency staff and records officer, Michael Smith.
9. **Appraisal Narrative:**

These were originally held “until no longer useful” or transferred to the archives, however, based upon reappraisal it was determined that some do not have a long term archival value. Those that were determined to be obsolete reflect processes or functions no longer performed by the bureau.

Retention/Disposition Schedule Entries

264-002

REVISED ENTRIES

**Department of Health and Environment
Environment Division
Bureau of Air**

Asbestos Files (Series 0446-264)

Documents used to verify and justify actions concerning initial and annual renewal licensing of businesses, as well as public agencies, to engage in asbestos abatement work. Includes permits and correspondence, notification forms and project inspection documents.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 Calendar Years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 28 April 2015

Record Copy: Paper

Remarks: Per agency staff revised title, retention and disposition.

Asbestos Program Files (Series 0448-264)

Policy and procedure documents regarding administration of asbestos program includes: respiratory protection, training, certification, inspection, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 Calendar Years

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 28 April 2015

Record Copy: Paper

Remarks: Per agency staff revised description and retention.

Asbestos Worker Certification Files (Series 0449-264)

Documents used to verify and justify actions concerning initial and annual renewal of certification of persons as either asbestos abatement workers or supervisors.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 Calendar Years

Disposition: Destroy

Restrictions: Portions per KSA 45-221(a)(3)

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 28 April 2015

Record Copy: Paper

Remarks: Per agency staff revised retention and disposition

Facility Files (Series 0413-264)

Variety of documents relating to facilities including: permits, inspection reports, investigations, reports to federal agencies and working files.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 Calendar Years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 28 April 2015

Record Copy: Paper

Remarks: Per Agency Staff, revised title, description, retention and disposition.

Municipal Air Quality Files (Series 0423-264)

Records related to general and specific air quality issues in individual Kansas cities and/or counties includes: correspondence, publications, applications, reports, inspections, and monitoring, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-076

Last Surveyed 28 April 1988

Record Copy: Paper

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 21, 2015**

1. **Agency:** Kansas Dept. of Health & Environment – Bureau of Environmental Remediation

2. **Records Officer:** Michael Smith **Phone:** 785-296-1333

3. **Appraising Archivist(s):** Joanna Hammerschmidt, Marcella Wiget, Matt Veatch

4. **Date of Appraisal:** April – May 2015

5. **a) Total records – No. of Series:** 8

b) New series – No. of Series: 0

c) Revised existing series – No. of Series: 6

d) Obsolete schedule entries – No. of Series: 2

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:** 5

7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0

8. **Appraisal Based Upon:**

Review of records, discussion with agency staff and records officer, Michael Smith.

9. **Appraisal Narrative:**

Many of these records were considered archival when originally scheduled; the State Archives have reappraised and found the records may sometimes have enduring value but would prefer to have the ability to choose what to accept, what can be destroyed. Some series were originally held “until no longer useful” based upon reappraisal a finite retention was determined. Those that were determined to be obsolete reflect processes or functions no longer performed by the bureau.

Retention/Disposition Schedule Entries

264-002

**Department of Health and Environment
Environment Division
Bureau of Environmental Remediation**

REVISED ENTRIES

Environmental Site File (Series 0454-264)

Records related to the investigation and remediation of environmentally contaminated sites, including investigations reports, background research, environmental and other agreements, and supporting documentation including: maps, superfund material, monitoring records, and analytic data.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 030 Calendar Years after site closure

Disposition: See Comments

Restrictions: None

Comments: Contact archives for appraisal - material not accepted by the archives, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-120

Last Surveyed 28 April 2015

Record Copy: Unknown

Remarks: Per agency staff revised title, retention, and disposition.

Leaking Tank Files (Series 0456-264)

Records related to the investigation and remediation of environmental contaminated tank sites. These may include: investigation reports, background research, environmental and other agreements, and supporting documentation.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 030 Calendar years after closure

Disposition: See Comments

Restrictions: None

Comments: Contact archives for appraisal material not accepted by the archives can then destroyed.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 28 April 2015

Record Copy: Paper

Remarks: Per conversation with agency staff revised retention and disposition.

Spill Reports (Series 0460-264)

Documents relating to reports of spills that contaminate the soil or water.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 030 calender years after remediation

Disposition: See Comments

Restrictions: None

Comments: Environmentally significant spills generate Site Files (0454-264). Contact archives for appraisal, materials not accepted should then be destroyed.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 10 May 2015

Record Copy: Unknown

Remarks: Per agency staff, revised title, description, retention period and disposition.

Storage Tank Compliance Files (Series 0810-264)

Documents related to compliance with the Underground Storage Tank (UST) act regarding release prevention monitoring, testing, and permitting.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 031 calendar years

Disposition: Destroy

Restrictions: K.S.A. 65-34, 108 (d)

Comments: Records are scanned for convenience, but the paper copy remains the record copy.

Schedule Authority: Agency schedule

KAR Number 53-2-171

Last Surveyed 28 April 2015

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 3/9/12 - New entry

05/15/2015: Per agency staff revised retention and title.

Superfund Administrative Files (Series 0461-264)

Records related to activities performed with funding through a Superfund Cooperative Agreement (Subtitle O).

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 030 cldr yrs

Disposition: Archives

Restrictions: 42 USCA 9601 et Sec. 113(k)(1)

Comments: This schedule applies to all financial and programmatic records, supporting documents, etc., required to be maintained per the Cooperative Agreement with the EPA. EPA must be notified before any records can be purged prior to transfer, including routine fiscal materials that are interfiled. This is done 010 calendar years post closure per 42 USCA 9601 et Sec. 113(k).(1)/CERCLA, Subtitle O.

Schedule Authority: Agency Schedule

KAR Number 53-2-090

Last Surveyed 05 May 2015

Record Copy: Paper

Remarks: Per agency staff revision changed retention, disposition, and comments to clarify actual process of handling these records.

Township Range Files (Series 0462-264)

Documents relating to a variety of environmental concerns as they relate to the state. Does NOT include records that are located in environmental or tank site files.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 07 May 2015

Record Copy: Paper

Remarks: Per agency staff revision updated description, retention, and disposition.

**KANSAS STATE RECORDS BOARD
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RETENTION/DISPOSITION SCHEDULE
May 21, 2015**

1. **Agency:** Kansas Dept. of Health & Environment – Bureau of Environmental Field Services

2. **Records Officer:** Michael Smith **Phone:** 785-296-1333

3. **Appraising Archivist(s):** Joanna Hammerschmidt, Marcella Wiget, Matt Veatch

4. **Date of Appraisal:** April – May 2015

5. **a) Total records – No. of Series:** 30

b) New series – No. of Series: 0

c) Revised existing series – No. of Series: 3

d) Obsolete schedule entries – No. of Series: 16

e) Series superseded by other schedule entries – No. of Series: 1

f) Series superseded by general schedule entries – No. of Series: 10

6. **Archival/Permanent records – No. of Series:** 2

7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0

8. **Appraisal Based Upon:**

Review of records, discussion with agency staff and records officer, Michael Smith.

9. **Appraisal Narrative:**

These series were originally held “until no longer useful,” however, based upon reappraisal a finite retention was determined. One was superseded into other agency entry based upon a combining of the processes involved. Those that were determined to be obsolete reflect processes or functions no longer performed by the bureau.

Retention/Disposition Schedule Entries

264-002

**Department of Health and Environment
Environment Division
Bureau of Environmental Field Services**

REVISED ENTRIES

Data Requests (Series 0615-264)

Correspondence, memos, reports, etc.. related to requests for water quality information stored on the EPA STORET computer system.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 Calendar Years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff revised the description, retention and comments.

Fish Kill Database (Series 0681-264)

System containing summary information on fish kills in Kansas: date, location, number killed, cause, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 12 May 2015

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: Per agency staff revised retention period and disposition. ERP needed.

Fish Kill Reports (Series 0641-264)

Reports regarding investigations of fish kills that are used to determine who or what was responsible for the kill and if any regulations have been violated.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 Cldr years

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 12 May 2015

Record Copy: Paper

Remarks: Per agency staff revised retention period.

Retention/Disposition Schedule Entries

264-002

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

**SUPERSEDED BY OTHER
AGENCY-SPECIFIC
ENTRIES**

Reference Toxicity Tests (Series 0663-264)

Results of tests performed on organisms (water fleas, minnows, etc.) used in effluent toxicity tests to ensure that pre-effluent test toxicity levels in the organisms are within normal parameters.

Entry Status: Superseded series

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 14 February 1996

Record Copy: Unknown

Remarks:

05/13/2015 jhammersch: Per agency staff, supersede to 0662-264

05/13/2015 jhammersch: Per agency staff, supersede to 0662-264

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 21, 2015**

1. **Agency:** Kansas Dept. of Health & Environment – Bureau of Waste Management

2. **Records Officer:** Michael Smith **Phone:** 785-296-1333

3. **Appraising Archivist(s):** Joanna Hammerschmidt, Marcella Wiget, Matt Veatch

4. **Date of Appraisal:** April – May 2015

5. **a) Total records – No. of Series:** 17

b) New series – No. of Series: 0

c) Revised existing series – No. of Series: 11

d) Obsolete schedule entries – No. of Series: 4

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:** 9

7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0

8. **Appraisal Based Upon:**

Review of records, discussion with agency staff and records officer, Michael Smith.

9. **Appraisal Narrative:**

These series were originally held “until no longer useful,” however, based upon reappraisal a finite retention was determined. Those superseded into other agency entries were based upon a combining of the processes involved. Those that were determined to be obsolete reflect processes or functions no longer performed by the bureau.

Retention/Disposition Schedule Entries

264-002

**Department of Health and Environment
Environment Division
Bureau of Waste Management**

REVISED ENTRIES

Hazardous Waste Generator Files (Series 0577-264)

Correspondence, generator and inspection reports, and other documents relating to efforts to monitor generators of hazardous waste (ex: refinery) to ensure compliance with federal and state statutes and regulations.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Purge materials other than reports. Transfer reports to archives.

Schedule Authority: Agency Schedule

KAR Number 53-2-104

Last Surveyed 28 April 2015

Record Copy: Unknown

Remarks: Per conversation with Agency Staff

Hazardous Waste Resource Conservation and Recovery Act (RCRA) Groundwater Files (Series 0580-264)

Documents relating to monitoring of hazardous waste facility groundwater during operations and for 30 yrs after closure as required by RECRA Title C: Sampling and analysis plan, reports, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 030 Calendar Years after closure

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-104

Last Surveyed 01 February 1995

Record Copy: Unknown

Remarks: Per discussion with Agency Staff

Hazardous Waste Statistical Data (Series 0579-264)

Data submitted annually by facilities generating, treating, storing, and/or disposing of hazardous waste that summarize the quantity, chemical composition, type, and methods of managing the waste.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-104

Last Surveyed 28 April 2015

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: Material from 2011 forward is stored in image now.

Household Hazardous Waste Files (Series 0588-264)

Permits, correspondence, reports, and other documents relating to the monitoring of household hazardous waste disposal programs and facilities to ensure compliance with state statutes and regulations.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Contact archives for appraisal

Schedule Authority: Agency Schedule

KAR Number 53-2-104

Last Surveyed 28 April 2015

Record Copy: Unknown

Remarks: Per Agency removed comments re: SRC and transfer to Archives for purging.

Landfill Database (Series 0598-264)

Electronic database containing summary information on each solid waste facility: name, address, landfill type, landfill status, permit issue date, permit expire date, tipping fee data, and permit types.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-104

Last Surveyed 28 April 2015

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Mausoleum Creation Permits (Series 0596-264)

Permit applications, permits, correspondence, and other documents relating to the issuance of permits for the construction of mausoleums or vaults to ensure that the structure will be sound and maintain the sanitation of surrounding environment.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Purge files of transactional material. Transfer remaining file to archives.

Schedule Authority: Agency Schedule

KAR Number 53-2-104

Last Surveyed 28 April 2015

Record Copy: Paper

Remarks: Per Agency staff, clarified title, description and removed comments.

Solid Waste Facility Permits (Series 0584-264)

Permit applications, correspondence, inspection reports, and other documents relating to efforts to monitor solid waste activities to ensure compliance with state statutes (65-3407 and 65-3410) and regulations.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 030 Calendar Years after closure

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-104

Last Surveyed 28 April 2015

Record Copy: Paper

Solid Waste Resource Conservation and Recovery Act (RCRA) Groundwater Files (Series 0581-264)

Documents relating to monitoring of solid waste facility groundwater during operations and after closure as required by RCRA Title D: Sampling and analysis plan, reports, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 030 Calendar Years after closure

Disposition: Archives

Restrictions: None

Comments: Retain in office until the end of the post-closure care period, then transfer to the archives.

Schedule Authority: Agency Schedule

KAR Number 53-2-104

Last Surveyed 28 April 2015

Record Copy: Paper

Remarks: Per Agency State these may have long-term value due to environmental concerns.

Treatment, Storage, and Disposal Facility Files (Series 0578-264)

Permits, correspondence, and other documents relating to the monitoring of facilities involved in hazardous waste treatment, storage, and disposal.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 Calendar years after notification of closure

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-104

Last Surveyed 28 April 2015

Record Copy: Unknown

Remarks: Per Agency staff this entry was merged with 0727-264 Treatment, Storage, and Disposal - Post-Closure Permitted Facilities. Retention clarified to meet appropriate business need.

Waste Tire Files (Series 0585-264)

Permits, correspondence, reports, and other documents relating to the monitoring of waste tire processing and collection facilities to ensure compliance with tire disposal and reclamation regulations.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-104

Last Surveyed 28 April 2015

Record Copy: Paper

Remarks: Updated per agency staff.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 21, 2015**

1. **Agency:** Kansas Dept. of Health & Environment – Bureau of Water
2. **Records Officer:** Michael Smith **Phone:** 785-296-1333
3. **Appraising Archivist(s):** Joanna Hammerschmidt, Marcella Wiget, Matt Veatch
4. **Date of Appraisal:** April – May 2015
5. **a) Total records – No. of Series:** 21
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 18
d) Obsolete schedule entries – No. of Series: 2
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:** 13
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Review of records, discussion with agency staff and records officer, Michael Smith.
9. **Appraisal Narrative:**

Many of these series were originally held “until no longer useful,” however, based upon reappraisal a finite retention was determined and that the archives would prefer some input regarding what is eventually transferred. Those superseded into other agency entries were based upon a combining of the processes involved. Those that were determined to be obsolete reflect processes or functions no longer performed by the bureau.

Retention/Disposition Schedule Entries

264-002

**Department of Health and Environment
Environment Division
Bureau of Water**

REVISED ENTRIES

Agricultural Waste Facilities Files (Series 0601-264)

Plan sheets, correspondence, registration applications, reports, etc. related to issuing permits and regulating waste water produced by animal feed lot facilities.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs

Disposition: See Comments

Restrictions: KSA 65-170g, KAR 28-46-23, 40 CFR 122.7 40 CFR 123.25

Comments: Contact archives for appraisal. If not accepted then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-107

Last Surveyed 28 April 2015

Record Copy: Paper

Remarks: Per Agency Staff updated comments and disposition.

Bio-Screening Program Records (Series 0691-264)

Documents regarding the screening, analysis, and impact assessment of municipal and industrial waste water on aquatic life: correspondence, reports, notes, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 Calendar Years

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 May 2015

Record Copy: Paper

Remarks: Per agency staff corrected bureau and changed retention period.

Data Analysis Records (Series 0650-264)

Documents that represent efforts to manipulate and give greater meaning to Kansas Biological System data to facilitate preparation of program development reports.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Published in final report

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 11 May 2015

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: Per agency staff, revised bureau and retention period.

Fish Consumption Advisory Files (Series 0651-264)

Documents relating to fish file samples taken to assess the human health risks of eating fish from certain sites in Kansas and to the issuance of fish consumption advisories when necessary.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 12 May 2015

Record Copy: Paper

Remarks: Per agency staff revised bureau and retention period.

Fish Tissue Advisory Files (Series 0477-264)

Records related to development of health advisory notices for issuance to the public concerning the consumption of fish: correspondence, press releases, maps, data sheets, reports, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff revised bureau and retention period.

Geographic Information Database System (Series 0479-264)

Computerized mapping system used to provide geographic information for water quality assessment operations.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr years

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 May 2015

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: Per agency staff revised bureau and retention period.

Intensive Water Quality Survey Records (Series 0700-264)

Documents related to intensive surveys of specific water sources not normally monitored on a regular basis: correspondence, interim reports, field data sheets, notes, final reports, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff revised bureau and retention period

Kansas Water Quality Assessment Report (305(b) Report) Files (Series 0622-264)

Report submitted to the U.S. Environmental Protection Agency every two years summarizing water quality in Kansas and the state's efforts to monitor and regulate water quality. Includes data and other supporting information used in preparing the report.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 Calendar Years

Disposition: See Comments

Restrictions: None

Comments: Send final report to archives, all other material may be destroyed.

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff, changed the retention and disposition to 20 years/archives instead of sending 2 copies after production.

Lake Water Quality Data Files (Series 0484-264)

Records regarding water quality for various lakes in Kansas: correspondence, data sheets, reports, publications, notes, maps, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Much of this information is also found in the EPA's STORET system.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 11 May 2015

Record Copy: Paper

National Pollutant Discharge Elimination System (NPDES) Review Files (Series 0661-264)

Results of chemical analyses of waste water discharges conducted to ensure compliance with the

established permit conditions.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff revised bureau, retention, disposition, and comments.

Pesticide Records- Interagency with Department of Agriculture (Series 0711-264)

Documents concerning inter-action between the section and the Board of Agriculture in regards to pesticides and water quality: correspondence, notes, proposed memoranda of agreement, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 May 2015

Record Copy: Paper

Remarks: Per agency staff revised bureau and retention period.

Reports - Lake Water Quality (Series 0493-264)

Summary reports regarding lake water quality compiled from water sampling and laboratory analyses.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff revised bureau and retention period

Stream Biological Monitoring Files (Series 0655-264)

Field collection, sample identification, and habitat development forms relating to water samples collected at network sites visited annually to monitor compliance with water quality standards.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 12 May 2015

Record Copy: Paper

Remarks: Per agency staff, revised bureau and retention period.

Stream Flow Rating Curve Charts (Series 0499-264)

Charts supplied by the Kansas Geologic Survey which plot the flow of streams by "gauge height" and "discharge."

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff revised the bureau and retention period.

Surface Water Quality Standards Records (Series 0501-264)

Documents concerning the development and modification of water quality standards for the state: correspondence, reports, drafts, notes, hearing rosters, agendas, minutes, and reference materials.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 025 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff revised bureau and retention period.

Survey Forms - Lakes (Series 0637-264)

Data gathered on the physical features of lakes including water quality, general topography, drainage, ownership and other legal issues, water use, and miscellaneous information.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 Cldr years

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 12 May 2015

Record Copy: Paper

Remarks: Per agency staff revised bureau and retention period.

Water Well Reports (Series 0603-264)

Reports submitted by applicants for all wells constructed, which is required to ensure compliance with health and safety regulations.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs after facility closure

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(1), K.S.A. 65-170g, K.A.R. 28-46-23, 40 CFR 122.7, 40 CFR 123.25

Schedule Authority: Agency Schedule

KAR Number 53-2-185

Last Surveyed 15 July 1993

Record Copy: Paper

Remarks: 04/08/2015: clarified retention period. Agency staff note water well reports WWC-5 and WWC-5P can be destroyed 10 years after date of creation; the Kansas Geological Survey is the official record keeper for these records.

05/15/2015: Per April meeting the disposition should have been shifted to destroy. This is to correct the oversight.

Watershed Land Use Delineation Maps (Series 0628-264)

Annotated USGS topographical maps containing color coded land use data on watersheds which are part of the monitoring network.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 Cldr years

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff revised bureau and retention period

Retention/Disposition Schedule Entries

264-002

**Department of Health and Environment
Environment Division
Bureau of Water
Technical Services Section**

**SUPERSEDED BY OTHER
AGENCY-SPECIFIC
ENTRIES**

Waste Water Certifications (Series 0717-264)

Documents related to submission and review for approval of requests for permit certificates allowing entities to discharge effluents into water systems - Permits must be renewed at least every 5 years

Entry Status: Superseded series

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Includes "Requests for Water Quality Certification," Discharge Assessment Sheets," and miscellaneous supporting documents.

Schedule Authority: Agency Schedule

KAR Number 53-2-185

Last Surveyed 07 April 2015

Record Copy: Unknown

Remarks: 04/08/2015: supersede into 0599-264 and 0561-264, Industrial/Pretreatment & Municipal/Commerical Wastewter Treatment Facilities Files.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 21, 2015**

1. **Agency:** Kansas Dept. of Health & Environment – Health & Environmental Laboratories

2. **Records Officer:** Michael Smith **Phone:** 785-296-1333

3. **Appraising Archivist(s):** Joanna Hammerschmidt, Marcella Wiget, Matt Veatch

4. **Date of Appraisal:** April – May 2015

5. **a) Total records – No. of Series:** 12

b) New series – No. of Series: 0

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: 7

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:**

Review of records, discussion with agency staff and records officer, Michael Smith.

9. **Appraisal Narrative:**

As a result of the SRC closing it was determined that the superfluous comments referencing the SRC should be removed and the retention periods updated to reflect the total retention. Those superseded into other agency entries were based upon a combining of the processes involved.

Retention/Disposition Schedule Entries

264-004

Department of Health and Environment
Division of Health and Environmental Laboratories

REVISED ENTRIES

Clinical Laboratory Certification Records (Series 0402-264)

Documents concerning hospital and clinical laboratories surveyed for Medicare certification, hospital licensure, including survey reports, & proficiency testing results.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: KSA 45-221(a)(3)

Schedule Authority: Agency Schedule

KAR Number 53-2-085

Last Surveyed 10 May 2015

Record Copy: Paper

Remarks: Per agency staff, revised description to remove Syphilis serology.

Clinical Laboratory Records (Series 0403-264)

Laboratory logs of results of laboratory tests and laboratory activity includes: quality control of media, specimen logsheets with laboratory numbers and patient names, etc. Does NOT apply to neo-natal.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 002 cldr yrs

Disposition: Destroy

Restrictions: KSA 45-221(a)(3)

Schedule Authority: Agency Schedule

KAR Number 53-2-085

Last Surveyed 08 May 2015

Record Copy: Paper

Remarks: Per Agency staff, clarified title.

Environmental Laboratory Certification Records (Series 0404-264)

Applications and annual renewal certificates, etc. relating to all laboratories certified in the Environmental Division certification program.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 07 May 2015

Record Copy: Paper

Remarks: Per agency staff revised retention period to match comment. Removed comment as it specified storage location.

Environmental Laboratory Records (Series 0573-264)

Results of laboratory tests conducted on a variety of environmental samples which are used for monitoring public water supplies and ambient water quality to ensure compliance with standards.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 06 May 2015

Record Copy: Paper

Remarks: Per agency staff clarified title and removed superfluous comment regarding SRC storage.

Neonatal Screening/Environmental Toxicology Laboratory records (Series 0570-264)

Submission forms and reports of analysis, including any amended reports, regarding newborn screening performed by the KDHE laboratory on individually identifiable newborns.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 021 cldr years

Disposition: Destroy

Restrictions: KSA 45-221(a)(3), HIPAA

Comments: .

Schedule Authority: Agency Schedule

KAR Number 53-2-171

Last Surveyed 22 December 2011

Record Copy: Paper

Remarks: 04/02/2012: Revised series description, retention comments, and added HIPAA restriction. Made record copy both paper and electronic; ERP will be required if and when ImageNow system becomes fully trustworthy. Information must be retained for 18 years + 3 years statute of limitations (21 years).

05/15/2015: Records are no longer scanned or electronic.

Retention/Disposition Schedule Entries

264-004

**Department of Health and Environment
Division of Health and Environmental Laboratories
Information and Reporting Section**

**SUPERSEDED BY OTHER
AGENCY-SPECIFIC
ENTRIES**

Organic Chemistry Records (Series 0574-264)

Results of laboratory tests conducted on a variety of environmental samples maintained to monitor public water supplies to ensure compliance with standards.

Entry Status: Superseded series

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain in office 1 year, transfer to the records center for 4 years, then destroy. Conforms to EPA requirements.

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 05 March 1993

Record Copy: Unknown

Remarks: 05/15/2015 jhammersch: Supersede to Agency schedule: 0573-264

Office of Sample and Data Management

Environmental Chemistry Laboratory Reports (Series 0790-264)

Reports of laboratory tests conducted on a variety of environmental samples which are used for monitoring public water supplies and ambient water quality to ensure compliance with standards.

Entry Status: Superseded series

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Some information maintained electronically in the Kansas Water Database.

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 05 August 2004

Record Copy: Unknown

Remarks: 05/15/2015 jhammersch: Supersede to Agency schedule: 0573-264

Environmental Microbiology Laboratory Logs (Series 0405-264)

Raw data and logs of sample tests conducted on samples collected from various environmental sites such as private and public water supplies, landfills, ambient water sites, remediation sites, pollution sites, etc. to ensure compliance with federal and state standards and regulations.

Entry Status: Superseded series

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain originals in lab for 1 year, transfer to the records center for 4 years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 05 August 2004

Record Copy: Unknown

Remarks: 05/15/2015 jhammersch: Supersede to Agency schedule: 0573-264

Environmental Microbiology Laboratory Reports (Series 0572-264)

Reports of laboratory tests conducted by the Microbiology Laboratory of public and private drinking water supplies to detect the coliform levels for compliance with standards.

Entry Status: Superseded series

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Some information maintained in the Kansas Water Database.

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 05 August 2004

Record Copy: Unknown

Remarks: 05/15/2015 jhammersch: Supersede to Agency schedule: 0573-264

Laboratory Submission Forms and Reports (Series 0575-264)

Universal health submission and blood lead analysis forms and reports of analysis, including amended reports, regarding screenings performed on individually identifiable individuals from physicians, hospitals, clinics, and county health departments.

Entry Status: Superseded series

Retention Period: See comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(3), HIPAA

Comments: Destroy paper copies and delete data 2 calendar years after date received for all forms and reports, except HIV reports of analysis, which must be retained 5 calendar years from date received.

Schedule Authority: Agency Schedule

KAR Number 53-2-171

Last Surveyed 22 December 2011

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 04/03/2012: Revised series description, added retention comments and HIPAA restriction.

05/15/2015 jhammersch: Supersede to Agency schedule: 0403-264

Virology and Serology Laboratory Logs (Series 0576-264)

Raw data and logs containing results of laboratory tests and related laboratory activities.

Entry Status: Superseded series

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(3) & KSA 65-6002

Comments: Retain syphilis and febrile agglutination records in lab for 2 years, then destroy. Retain virus records in lab 5 years, then destroy. Retain all original clinical sample submission forms in lab for 6 months after scanning, then destroy. Destroy all original clinical sample submission forms older than 5 years.

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 15 April 2004

Record Copy: Unknown

Remarks: 05/15/2015 jhammersch: Supersede to Agency schedule: 0403-264

Water Sample Cards (Series 0728-264)

Information cards submitted by water collectors to the agency testing the coliform levels of private and public drinking water supplies to ensure compliance with state and federal health standards.

Entry Status: Superseded series

Retention Period: 006 months

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 05 August 2004

Record Copy: Unknown

Remarks: 05/15/2015 jhammersch: Supersede to Agency schedule: 0573-264

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 21, 2015**

1. **Agency:** Kansas Dept. of Health & Environment – Environmental Division
2. **Records Officer:** Michael Smith **Phone:** 785-296-1333
3. **Appraising Archivist(s):** Joanna Hammerschmidt, Marcella Wiget, Matt Veatch
4. **Date of Appraisal:** April – May 2015
5. **a) Total records – No. of Series:** 1
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 0
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:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Review of records, discussion with agency staff and records officer, Michael Smith.
9. **Appraisal Narrative:**

This is a duplicative entry found at both the division levels as well as at the Secretary's office. For clarity sake it has been superseded so that all reference copies of case files are treated similarly.

Retention/Disposition Schedule Entries

264-002

**Department of Health and Environment
Environment Division**

**SUPERSEDED BY OTHER AGENCY-
SPECIFIC ENTRY**

Environment Case Files (Series 0185-264)

Departmental copies of environment case files dealing with general information on issues that are of concern to the agency.

Entry Status: Superseded series

Retention Period: Until Case is Closed

Disposition: Destroy

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

Comments: Originals are held under 0177-264

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per Agency Staff revised the Retention period and comments. These are reference copies the originals follow 0177-264

05/13/2015 jhammersch: Supersede to Agency Schedule 0188-264

Housekeeping Changes Since 16 April 2015 15 May 2015

Housekeeping Edit

034-008

Adjutant General's Department
Division of Emergency Preparedness
Fiscal Section

Individual and Family Grant Files (Series 0124-034)

Description: Correspondence, case status form, payment vouchers, etc. maintained on individuals and families receiving federal grant funds providing assistance after a natural disaster.

Change: Fixed KAR number.-- mwiget, 21 April 2015

264-002

Department of Health and Environment
Environment Division

Laboratory Radioactive Materials License Records (Series 0704-264)

Description: Documents related to the licensing of the laboratory to handle and use certain radioactive materials - required by the Bureau of Radiation Control - license renewed every 2 years.

Change: Corrected spelling error-- jhammersch, 15 May 2015

Bureau of Waste Management
Solid Waste Section

Disposal Authorization Files (Series 0595-264)

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

Change: Removed Comment re: SRC-- jhammersch, 04 May 2015

Bureau of Water

503 Sludge Reports (Series 0811-264)

Description: Reports submitted by Municipal and Industrial Wastewater Treatment facilities including laboratory results covering the disposal of sludge waste.
Change: Facilities are required to maintain these forms for 5 years by the EPA - therefore the agency retention.-- mwiget, 20 April 2015

264-003
Department of Health and Environment
Health Division
Bureau of Family Health

Women, Infants, and Children Program - Cleared Check File Report (Series 0069-264)
Description: Monthly report listing all cashed checks issued under the federal WIC (food issue) program to participating food suppliers.

Women, Infants, and Children Program - Cleared Check File Report (Series 0069-264)
Description: Monthly report listing all cashed checks issued under the federal WIC (food issue) program to participating food suppliers.
Change: Per agency staff revised Division and Bureau.-- jhammersch, 13 May 2015

Women, Infants, and Children Program - Cleared Check File Report (Series 0069-264)
Description: Monthly report listing all cashed checks issued under the federal WIC (food issue) program to participating food suppliers.

Family Health

Women, Infants, and Children Program - Open Check File Listing (Series 0070-264)
Description: Monthly report listing all uncashed checks issued under the federal WIC (food issue) program to participating food suppliers and grocers.

Women, Infants, and Children Program - Open Check File Listing (Series 0070-264)
Description: Monthly report listing all uncashed checks issued under the federal WIC (food issue) program to participating food suppliers and grocers.

549-001
Real Estate Commission

License Application Files (Series 0009-549)

Description: Documents relating to applicants applying for a real estate license.
Change: Fixed restrictions citation.-- mwiget, 20 April 2015

Obsolete

264-001

Department of Health and Environment
Communications
Comptroller, Office of the

Bond Fund Files (Series 0006-264)

Description: Wide variety of documents related to the municipal sewer system construction bond program: reports, correspondence, receipt vouchers, notes, etc.
Change: Per agency staff, this series is obsolete.-- jhammersch, 13 May 2015

Bond Fund Ledger (Series 0007-264)

Description: Record of accounts related to revenue bonds for municipal sewer system construction held by the agency.
Change: Per agency staff, this series is obsolete.-- jhammersch, 13 May 2015

Bond Fund Statements (Series 0008-264)

Description: Bank statements for accounts related to municipal sewer construction revenue bonds.
Change: Per agency staff, this series is obsolete.-- jhammersch, 13 May 2015

Budget Change Journal Vouchers (Series 0009-264)

Description: Documents entitled "Journal Entry" used to effect internal fund transfers from account to account.
Change: Per Agency staff these are no longer created.-- jhammersch, 04 May 2015

Contract Encumbrances Register (Series 0017-264)

Description: Hand-written registers of all funds encumbered by contracts.
Change: Per Agency Staff, this is no longer created.-- jhammersch, 04 May 2015

Emergency Medical Services Program Grant Applications (Series 0023-264)

Description: Applications by local health agencies for federal grants to fund emergency medical services programs - includes complete operational and financial

information about proposed programs.

Change: Per Agency Staff, this is no longer created.-- jhammersch, 04 May 2015

Employee Identification Card Information Files (Series 0024-264)

Description: Documents recording physical descriptions and other pertinent information regarding individual employees for use in issuance of agency identification cards.

Change: Per Agency Staff, this is no longer created.-- jhammersch, 04 May 2015

Environment Effort Report (Series 0027-264)

Description: Records of time spent by Division of the Environment employees working on federal grant projects.

Change: Per Agency Staff, this is no longer created.-- jhammersch, 04 May 2015

Five Year Plan - FY 1978-82 (Series 0029-264)

Description: Planning document outlining mission, goals, and objectives of the agency, as well as proposals for its implementation and resources required to meet those goals.

Change: Per Agency Staff, this is no longer created.-- jhammersch, 04 May 2015

General Accounting Data Base (Series 0031-264)

Description: Computer data base program and records reflective of all fiscal office operations: includes comprehensive financial information for entire agency.

Change: Per Agency Staff, this is no longer created.-- jhammersch, 04 May 2015

Inventory Report Cards (Series 0036-264)

Description: Records of all inventory acquisitions and disposals - one keypunch card maintained for each item on inventory - used to generate computer reports.

Change: Per Agency Staff, this is no longer created.-- jhammersch, 04 May 2015

Occupational Health Program Financial Records (Series 0042-264)

Description: Wide variety of documents related to occupational health programs administered by KDHE and preparation of financial reports per federal requirements thereof: correspondence, reports, statistics, etc.

Change: Per agency staff, this series is obsolete and now handled by 039-Dept for Aging & Disability Services.-- jhammersch, 13 May 2015

Reading Files (Series 0059-264)

Description: Correspondence files maintained for quick reference by Comptroller and other executives regarding entire range of agency's financial matters.

Change: Per Agency Staff, this is no longer created.-- jhammersch, 04 May 2015

Personnel Services

Employee Termination Index Cards (Series 0195-264)

Description: Cards relating to the employment history of personnel including: date employed, name of employee, address, date of birth, citizen, sex, date of resignation or termination.

Change: Per agency staff, this series is obsolete.-- jhammersch, 13 May 2015

264-002

Department of Health and Environment

Environment Division

Bureau of Air and Radiation

Administration

Current Working Files (Series 0408-264)

Description: Documents used in the course of activities in the bureau including: reports, correspondence with federal agencies, issued papers, inventory sheets, legislation, memos, personnel actions, etc.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 07 May 2015

Monitoring Section

Air Emission Inventory Master Reports (Series 0418-264)

Description: Computer printouts of data input from the "Air Emission Inventory Forms" into the "Air Emission Inventory System Database."

Change: Per Agency Staff, this series is obsolete-- jhammersch, 07 May 2015

Air Quality Program - Annual Inspection Master List (Series 0420-264)

Description: Computer index to "Industrial Source Air Emission Permit Files" (q.v.).

Change: Per Agency Staff, this series is obsolete-- jhammersch, 07 May 2015

Operating Construction and Compliance Section

Airport Air Quality Assessment Files (Series 0421-264)

Description: Documents related to air emissions at airports and resulting air quality: correspondence, reports, maps, and miscellaneous supporting documents.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 07 May 2015

County Air Quality Files (Series 0424-264)

Description: Records related to general and specific air quality issues in individual Kansas counties: correspondence, publications, reports, etc.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 07 May 2015

Highway Project Air Quality Assessment Records (Series 0425-264)

Description: Records concerning the assessment of highway construction projects and their impact upon air quality: correspondence, reports, maps, and supporting documents.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 07 May 2015

Low-Level Air Emissions Source Files (Series 0428-264)

Description: Records related to inspection and monitoring of facilities emitting particles into the air at a rate of less than 10 tons per year: correspondence, reports, inventory forms, violation notices, etc.

Change: Per Agency Staff, this series is obsolete as the program no longer exists.-- jhammersch, 07 May 2015

Bureau of Environmental Field Services

Data Support Section

Graphics Files (Series 0606-264)

Description: Hand and computer generated drawings, and other graphics material produced to support reports and presentations for other Division of Environment staff.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Working Files (Series 0618-264)

Description: Reports, aggregate data, correspondence, etc., relating to a number of different studies and cooperative projects concerning the use of technology to generate and manage environmental data.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Technical Services Section

Correspondence Assignment Log (Series 0695-264)

Description: Record of correspondence assigned to employees for answer: date received, date due, date completed, description of action taken, person receiving assignment.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Environmental Protection Agency Policy Files (Series 0476-264)

Description: Various documents which have been garnered from other records series and assembled together due to their informational content regarding EPA policies: reports, procedures, policies, correspondence.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Inventory Management Files (Series 0701-264)

Description: Copies of documents used to manage section property inventory: correspondence, computer reports, notes, procedures, etc.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Log of Publications Distributed (Series 0708-264)

Description: Record of all publications distributed by the section.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Project Files - Laboratory (Series 0487-264)

Description: Records related to laboratory unit's involvement with specific water quality assessment studies: correspondence, reports, data sheets, notes, etc.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Project Files - Miscellaneous (Series 0488-264)

Description: Records related to specific water quality assessment projects: correspondence, reports, notes, data, logs, survey results, and other assorted documents.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Project Records - Central Files (Series 0489-264)

Description: Comprehensive files related to specific water quality assessment projects performed by the section: reports, data, notes, assignments, plans, correspondence, reference materials, etc.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Subject Files - Miscellaneous (Series 0500-264)

Description: Wide variety of records maintained by individual staff members on water quality subjects - includes both working and reference materials: correspondence, reports, publications, notes, data, etc.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Water Bulletin Production Files (Series 0720-264)

Description: Miscellaneous materials used in compilation and publication of "Water Quality Data for Kansas": charts, computer reports, lab reports, correspondence,

notes, drafts, etc.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Weekly Activity Reports (Series 0721-264)

Description: Reports prepared on a weekly basis regarding all section activities: "permits received," "major activities," "permit review status," "permits certified," and "Weekly Program Summary" sheets.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Working Files (Series 0658-264)

Description: Variety of documents relating to ongoing projects.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Lake, Wetland and Watershed Unit

Fish Feeder Impact Study Files (Series 0631-264)

Description: Studies and final reports compiled on the impact of fish feeders on water quality in Kansas.

Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Kansas Water Data Base/STORET Header Sheets (Series 0638-264)

Description: Completed forms used to record station location information for computer input.

Change: Per agency staff, this series is obsolete.-- jhammersch, 13 May 2015

Special Projects Files (Series 0627-264)

Description: Notes, correspondence, reports, etc. concerning specific short-term investigations, training sessions, public complaints, etc. related to lake, wetland and watershed water quality issues.

Change: Per agency staff, this series is obsolete.-- jhammersch, 13 May 2015

Section Chief

Subject Files (Series 0664-264)

Description: Variety of documents relating to the activities of the Science and Standards Section: copies of reports, technical reference files, special projects working files, etc.

Change: Per agency staff, this series is obsolete.-- jhammersch, 13 May 2015

Bureau of Environmental Remediation

Mud Pits and Pop Off Pits (Series 0458-264)

Description: Documents relating to the various pits listed in state for disposal of

materials.

Change: Per Agency staff this function is no longer performed-- jhammersch, 04 May 2015

Salt Water Ponds (Series 0459-264)

Description: Cards used to supply information on ponds permitted and the mineral contents in them.

Change: Per Agency Staff, this is no longer created.-- jhammersch, 04 May 2015

Bureau of Waste Management Hazardous Waste Permits Section

Monitoring and Enforcement Log (Series 0582-264)

Description: Form completed by bureau staff who have inspected a hazardous waste generator that facilitates the entry of data into a national computer database maintained as evidence that data has been entered.

Change: Per Agency Staff, this is no longer kept.-- jhammersch, 04 May 2015

Hazardous Waste Section

Subject Files (Series 0591-264)

Description: Variety of documents relating to the activities and concerns of the section maintained for convenience of reference.

Change: Per Agency Staff, this is no longer kept.-- jhammersch, 04 May 2015

Solid Waste Section

Subject Files (Series 0590-264)

Description: Variety of documents relating to the activities and concerns of the section maintained for convenience of reference.

Change: Per Agency Staff, this is no longer kept.-- jhammersch, 04 May 2015

Subject Files (Series 0592-264)

Description: Variety of documents relating to the activities and concerns of the section maintained for convenience of reference.

Change: Per Agency Staff, this is no longer kept.-- jhammersch, 04 May 2015

Bureau of Water

Individual Water Quality Study Computer Reports (Series 0483-264)

Description: Unique computer reports from the STORET system resulting from individual data manipulations and queries related to specific water quality problems.
Change: Per Agency Staff, this series is obsolete-- jhammersch, 13 May 2015

Kansas Water Quality Assessment Report (305(b) Report) (Series 0619-264)
Description: Water quality data and other information provided by KDHE staff which is used to prepare a report that is submitted to the EPA every two years as required by law.
Change: Per Agency Staff, this series is obsolete as it is not kept separately.-- jhammersch, 13 May 2015

264-003
Department of Health and Environment
Health Division
Bureau of Consumer Health
Lead Poisoning Prevention

Copies of Electronic Transmissions (Series 0751-264)
Description: Selected printouts of laboratory test results and maintained for convenience of referral.
Change: Per agency staff this is obsolete-- jhammersch, 15 May 2015
Adult Lead Program

Copies of Electronic Transmissions (Series 0765-264)
Description: Selected printouts of laboratory test results and maintained for convenience of referral.

Ready for SRB

264-001
Department of Health and Environment
Communications
Legal Services

Desk Reference Files (Series 0180-264)
Description: Convenience aggregations of legal reference materials.

Change: Per Agency Staff, this is no longer kept.-- jhammersch, 04 May 2015

General Bureau Information Files (Series 0176-264)

Description: Variety of documents dealing with information about specific bureaus in the department including: memoranda, letters, etc.

Change: Per Agency Staff, this is no longer kept.-- jhammersch, 04 May 2015

Superseded series

143-015

State Corporation Commission

Litigation Division

Court Files (Series 0172-143)

Description: Petitions for review, pleadings, briefs, transcripts, and records on appeal related to proceedings involving the KCC in any state or federal court.

Change: Supersede to 0071-000 on the general schedule for litigation case files.-- mwiget, 30 April 2015

264-001

Department of Health and Environment

Communications

Budget Preparation Files - Annual (Series 0521-264)

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

Change: Per Agency staff superseded to GS 0016-000-- jhammersch, 04 May 2015

Correspondence - Routine (Series 0518-264)

Description: Log recording the secretary's referral of correspondence and information requests to the staff member responsible for making a response.

Change: Per Agency staff, supersede to 0028-000-- jhammersch, 04 May 2015

Employee Position Descriptions - Office Copies (Series 0525-264)

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

maintained for convenience of reference.

Change: Supersede to General Schedule 0038-000-- jhammersch, 13 May 2015

Photographic and Video Materials (Series 0141-264)

Description: Photo-prints, negatives, slides, films, and video tapes including: newsletters, educational information, and documentation of agency activities.

Change: Per Agency staff supersede to 0083-000-- jhammersch, 04 May 2015

Press Releases (Series 0142-264)

Description: Public information issued to the news media including: news releases, "fact sheet," and "tips sheet," containing information on health and environmental issues, concerns, and updates from the agency.

Change: Per Agency staff supersede to 0086-000-- jhammersch, 04 May 2015

Purchasing Records - Office Copies (Series 0534-264)

Description: Copies of documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc. maintained for convenience of reference.

Change: Supersede to General Schedule 0093-000-- jhammersch, 13 May 2015

Purchasing Records - Office Copies (Series 0534-264)

Description: Copies of documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc. maintained for convenience of reference.

Change: Per Agency staff supersede to 0093-000-- jhammersch, 04 May 2015

Telecommunications Logs (Series 0145-264)

Description: Incoming and outgoing telephone calls, and visitors to the agency including: names of reporters, business colleagues, general public, numbers, addresses and information of above person.

Change: Per Agency staff supersede to 0114-000-- jhammersch, 04 May 2015

Comptroller, Office of the

Batch Transmittal Forms (Series 0004-264)

Description: Copies of DA forms 199 (Central Accounting System Batch Transmittal) used to transmit vouchers to Division of Accounts and Reports.

Change: Per Agency staff supersede to 0013-000 -- jhammersch, 04 May 2015

Budget Management Files - Payroll (Series 0010-264)

Description: Documents related to payroll aspects of agency budget and the

management thereof: copies of the budget, procedures, correspondence, etc.
Change: Per Agency staff supersede to 0016-000-- jhammersch, 04 May 2015

Budget Preparation and Management Files (Series 0011-264)

Description: Copies and/or originals of procedures, memoranda, letters, circulars, forms, reports, and notes regarding budget preparation and management.

Change: Per Agency staff supersede to 0016-000-- jhammersch, 04 May 2015

Cash Slips or Tickets (Series 0016-264)

Description: Adding machine tapes with slips marked "Cash" attached - record of daily cash receipts by the agency.

Change: Per Agency staff supersede to 0094-000-- jhammersch, 04 May 2015

Contracts - Health Service Grant (Series 0018-264)

Description: Contracts between the agency and county health departments or other local public health agencies and supporting materials related to health service operations funded by KDHE administered grants.

Change: Supersede to General Schedule 0026-000-- jhammersch, 13 May 2015

Inter-Fund Order - Transfer Vouchers (Series 0033-264)

Description: Copies of DA form 102 used to document transfers of funds to other state agencies.

Change: Per Agency staff supersede to 0125-000-- jhammersch, 04 May 2015

Inventory Memoranda (Series 0034-264)

Description: Copies of memoranda sent to KDHE subordinate organizations instructing them to place inventory decals on new equipments.

Change: Supersede to General Schedule 0028-000, these are routine memos sent to IT.-
- jhammersch, 13 May 2015

Oil and Gas Fee Fund Program Budget Preparation and Control Records (Series 0045-264)

Description: Documents related to the Oil and Gas Fee Fund Program's budget: correspondence, computer reports, budget requests, program plans, etc.

Change: Supersede to General Schedule 0016-000-- jhammersch, 13 May 2015

Payroll Cards (Series 0047-264)

Description: Record of monthly pay and payroll deductions of individual agency employees.

Change: Per Agency staff supersede to 0080-000-- jhammersch, 04 May 2015

Payroll Ledgers (Series 0048-264)

Description: Handwritten ledgers of payroll transactions used to verify and reconcile payroll accounts.

Change: Per Agency staff supersede to 0080-000-- jhammersch, 04 May 2015

Personnel Payroll Inventory Reports (Series 0050-264)

Description: Periodic computer listings of employees, their payroll ranges and steps, types of positions, SSN's, percentages of time worked in various functions, and KIPPS numbers.

Change: Per Agency staff supersede to 0102-000-- jhammersch, 04 May 2015

State Finance Council Files (Series 0062-264)

Description: Documents and copies of documents regarding agency requests to the State Finance Council for increased budget expenditures authorizations.

Change: Per Agency staff supersede to 0017-000-- jhammersch, 04 May 2015

Supplemental Salary Request Records (Series 0063-264)

Description: Copies of DA forms 403 (Summary of Supplemental Salaries) and 413 (Supplemental Salaries Budget Requests) used to request additional payroll funds to reflect changes made in the budget by legislature.

Change: Per Agency staff supersede to 0017-000-- jhammersch, 04 May 2015

Vehicles Personal Usage Statements (Series 0066-264)

Description: Documents (Statement of Personal Usage for State Provided Vehicles) used to report non-official use of vehicles to the Internal Revenue Service

Change: Per Agency staff supersede to 0120-000-- jhammersch, 04 May 2015

Vouchers - Journal (Series 0067-264)

Description: Register of all vouchers generated by the agency.

Change: Per Agency staff supersede to 0124-000-- jhammersch, 04 May 2015

Vouchers - Purchase (Series 0068-264)

Description: Copies of vouchers used to fund purchases for county agencies under the Aid to Counties Program. Includes small file of correspondence from auditors seeking confirmation of vouchers issued.

Change: Per Agency staff supersede to 0093-000-- jhammersch, 04 May 2015

Vouchers - Receipts (Series 0060-264)

Description: Copies of DA forms 3 (Receipts Vouchers) and 120 (Interfund Order - Transfer Vouchers) used to record receipts of funds and then transfer them to agency accounts via Division of Accounts and Reports.

Change: Per Agency staff supersede to 0126-000-- jhammersch, 04 May 2015

General Services

Director's Financial Records (Series 0075-264)

Description: Variety of documents relating to financial operations of the office.

Change: Supersede to General Schedule 0004-000-- jhammersch, 13 May 2015

Personnel Services

Applications for Examinations Files (Series 0191-264)

Description: Documents associated with applicants applying for examinations.

Change: Supersede to General Schedule 0006-000-- jhammersch, 13 May 2015

Employee Applicant Characteristic Survey Records (Series 0192-264)

Description: Documents used for Equal Employment Opportunity review and statistical purposes.

Change: Supersede to General Schedule 0046-000-- jhammersch, 13 May 2015

Subject Files (Series 0197-264)

Description: Variety of documents relating to the daily activities of the division including: training files, resource material, reports, correspondence, meetings, policy statements, etc.

Change: Superseded to Various General Schedule Entries-- jhammersch, 13 May 2015

Secretary's Office

Administrative Files (Series 0181-264)

Description: Variety of documents detailing the administration of the department including: memos, letters, correspondence, budget, etc.

Change: Superseded to Various General Schedule Entries-- jhammersch, 13 May 2015

Environment Administrative Files (Series 0184-264)

Description: Variety of documents relating to the general files of the Environment division and bureaus.

Change: Supersede to General Schedule 0004-000-- jhammersch, 13 May 2015

Health Administrative Files (Series 0187-264)

Description: Variety of documents relating to general files on Health division and bureaus.

Change: Supersede to General Schedule 0004-000-- jhammersch, 13 May 2015

264-002

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

Cashier Deposit Vouchers (Series 0674-264)

Description: Record of monies sent to the business office.

Change: Superseded to General Schedule 0001-000-- jhammersch, 13 May 2015

Working Files - Director (Series 0680-264)

Description: Variety of documents relating to the activities of the director of the Office of Science and Support.

Change: Supersede to General Schedule 0004-000-- jhammersch, 13 May 2015

Technical Services Section

Budget Notebook (Series 0464-264)

Description: Variety of documents used to prepare and manage section budget: correspondence, budget requests, procedures, policies, survey sheets, computer reports, etc.

Change: Supersede to General Schedule 0016-000-- jhammersch, 13 May 2015

Correspondence - Routine (Series 0474-264)

Description: Correspondence, reports, and other informational materials arranged by the week and routed through the office.

Change: Supersede to General Schedule 0028-000-- jhammersch, 13 May 2015

Groundwater Quality Network Data Summaries (Series 0481-264)

Description: Computer reports of groundwater data from the EPA STORET computer system.

Change: Per agency staff, supersede to 0480-264-- jhammersch, 13 May 2015

Lake Sampling Unit Budget Management Records (Series 0707-264)

Description: Statistics regarding operation of this unit for use in budget preparations and management: handwritten logs and charts of labor, travel, and other costs incurred.

Change: Supersede to General Schedule 0016-000-- jhammersch, 13 May 2015

Personnel Administration Files (Series 0485-264)

Description: Documents used for reference in conducting personnel matters within the section: "Personnel Proposals," "Interview Questions," "Personnel Information," "Training Programs."

Change: Supersede to General Schedule 0096-000-- jhammersch, 13 May 2015

Lake, Wetland and Watershed Unit

Grant Files - Hillsdale Lake Total Maximum Daily Land Assessment Files (Series 0629-264)

Description: Variety of documents relating to the implementation of a specific EPA grant project.

Change: Supersede to General Schedule 0238-000-- jhammersch, 13 May 2015

Grant Files - Rim Rock and Mary's Clean Lakes Project (Series 0632-264)

Description: Variety of documents relating to the implementation of a specific EPA grant project.

Change: Supersede to General Schedule 0238-000-- jhammersch, 13 May 2015

Grant Files - Small Lake Total Maximum Daily Land Assessment Project Files (Series 0630-264)

Description: Variety of documents relating to the implementation of a specific EPA grant project.

Change: Supersede to General Schedule 0238-000-- jhammersch, 13 May 2015

Grant Files - Stream Video Project (Series 0636-264)

Description: Variety of documents relating to the implementation of a specific EPA grant project.

Change: Supersede to General Schedule 0238-000-- jhammersch, 13 May 2015

Bureau of Waste Management

Hazardous Waste Section

Correspondence - Routine (Series 0594-264)

Description: Copies of all letters and memoranda sent by section staff members maintained for convenience of reference.

Change: Per Agency, supersede to 0028-000-- jhammersch, 04 May 2015

Solid Waste Section

Correspondence - Routine (Series 0593-264)

Description: Copies of all letters and memoranda sent by section staff members maintained for convenience of reference.

Change: Per Agency, supersede to 0028-000-- jhammersch, 04 May 2015

264-003

Department of Health and Environment

Health Division

Director's Office

Administrative Files (Series 0368-264)

Description: Documents used in the daily operation of the bureau including: correspondence, meetings, on-going projects, etc.

Change: Supersede to General Schedule 0004-000-- jhammersch, 13 May 2015

625-001

Office of the Securities Commissioner

Vouchers - Journal (Series 0015-625)

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

Vouchers - Travel (Series 0017-625)

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

Change: Per Agency Request-- jhammersch, 21 April 2015