

AGENDA
STATE RECORDS BOARD

7/16/2015

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 Insurance Department
 - a. Electronic Recordkeeping Plan
 - b. New entry
 - c. Revised entries
 - d. Superseded by other agency-specific entries
4. Kansas Dept. of Health and Environment – Administration: revised entries
5. Kansas Dept. of Health and Environment – Environment Division
 - a. New entries
 - b. Revised entries
6. Kansas Dept. of Health and Environment – Health Division: revised entries
7. Division of Health and Environmental Laboratories: revised entries
8. Kansas Dept. of Health and Environment – Health Care Finance
 - a. New entries
 - b. Revised entries
9. Housekeeping changes:
 - a. Housekeeping
 - Kansas Dept. of Agriculture
 - Kansas Dept. of Health and Environment
 - Kansas Insurance Department
 - b. Obsolete
 - Kansas Dept. of Aging and Disability Services/Kansas. Dept of Health and Environment
 - Board of Cosmetology
 - Kansas Dept. of Administration/Kansas Dept. of Health and Environment
 - Kansas Dept. of Health & Environment
 - c. Superseded to the general schedule
 - Board of Cosmetology
 - Kansas Dept. of Health and Environment
 - Kansas State Dept. of Education
10. Other business:
 - a. Summary accomplishments, FY2015
 - b. Future meetings:
 - October 22, 2015

- January 14, 2016
- April 14, 2016
- July 14, 2016

State Records Board

21st May 2015

Executive Conference Room, Kansas State Historical Society

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

Also present: Aspen Junge, Kansas Department of Health & Environment (KDHE)
Michael Smith, KDHE
Duncan Friend, Secretary of State
Marcella Wiget, Kansas State Historical Society (KSHS)
Joanna Hammerschmidt, KSHS
Rick Scheuffler, Kansas Department of Agriculture

The meeting was brought to order at 8:40 a.m. by Lisa Mendoza, who began the introductions.

Previous meeting's minutes:

Motion: Ms. Chinn moved, Mr. Yeary seconded, unanimous approval of last month's meeting minutes as presented.

Kansas Department of Agriculture – Fiscal Operations: Ms. Wiget explained that in reviewing records stored at the State Records Center, she discovered that these boxes had been labeled simply "Audit reports" and inappropriately associated with the general schedule entry, which only applies to audits conducted on a state agency itself, not on audits conducted by state agencies on other entities.

Ms. Mendoza questioned two sub-sections of the Kansas Open Records Act listed in the restrictions field, including prospective locations of businesses and contact information given to state agencies for widely distributed communications. Mr. Scheuffler explained that some of these provisions are listed in order to help the regulated communities feel comfortable with the information they provide to the agency. Mr. Yeary and Ms. Mendoza both suggested removing K.S.A. 45-221(a)(49).

Motion: Ms. Chinn moved, Mr. Veatch seconded, unanimous approval of new schedule entry as amended.

Agriculture – Grain Warehouse Program: State Archives staff requested the disposition on this schedule entry be revised so the records could be destroyed instead of transferred to the archives. At the same time, the agency decided the business need for these records was only 10 years instead of 20.

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

The board asked Mr. Scheuffler whether the agency had truly become electronic in its recordkeeping practices, as had been their mandate last year when preparing to move offices from Topeka to Manhattan. Mr. Scheuffler noted that while certain programs have been slower to make the transition, for the most part the agency is truly now electronic, scanning and disposing of any paper records they create or receive.

Kansas Department of Health & Environment – Secretary’s Office: Ms. Hammerschmidt noted that the records officer and all custodians and other legal staff have dedicated a great deal of time to updating their retention and disposition schedule. Michael Smith also commended Ms. Hammerschmidt for her work with KDHE.

Motion: Mr. Veatch moved approval, Mr. Yeary seconded approving the schedule entry as submitted.

Ms. Mendoza questioned whether restrictions listed in 0177-264, Case files under Legal Services, should be included in 0188-264 on the secretary’s schedule. She also questioned whether convenience copies required a separate schedule entry. Ms. Wiget noted those situations can be handled in various ways, such as through language in a single entry or in duplicating schedule entries; Mr. Veatch explained it depends on what makes most sense to the agency staff involved and with what they are most comfortable.

Revised Motion: Mr. Veatch withdrew his original motion and moved amending 0188-264 to include the restrictions listed in 0177-264. Mr. Yeary seconded, unanimous approval of entry as amended.

KDHE – Legal Services: Mr. Veatch asked what procedures will be implemented to assist the State Archives in identifying case files of significant value. Ms. Mendoza questioned whether the State Archives would like some additional language regarding their involvement in appraising those cases; Ms. Wiget noted the board in the past has objected to agencies having sole discretion regarding archival value. The board reviewed the language in 0172-082, Case files for the Attorney General’s office, and decided to add “in consultation with the State Archives staff” to the comments in 0177-264. Mr. Ackermann asked whether a taxonomy could be developed between the agency and the State Archives to help identify records of enduring value that first have to be held at a commercial records center because they are not yet eligible for transfer to the archives, in order to streamline the transfer process.

Discussion turned to 0176-264, General Bureau Information Files. Mr. Smith explained there are three sections of attorneys, for Public Health, Environment, and Medicaid/State Self-Insurance Fund, and that each set of attorneys must retain working files and research. From the discussion that followed, it appeared this entry is really duplicative of Technical Reference Files, 0113-000, on the general schedule, but staff had objected to the word “technical” in that series title. The board suggested removing “technical” from the general schedule entry title and superseding this entry to that entry, including also the language “Retain until superseded or no longer useful, then destroy” in the revised general schedule entry. Discussion also turned to 0180-264, Desk Reference Files, and whether it could be superseded to the general schedule. Ms. Chinn suggested that leaving the schedule entries on KDHE’s schedule would help the agency complete its tasks more efficiently. The board discussed whether restrictions needed to be included on Desk Reference Files, 0180-264.

Motion: Ms. Chinn moved approval of schedule entries as amended, with the caveats that the agency would revisit Desk Reference and General Bureau Information files in a couple years and that the State Archives staff will revisit 0113-000, Technical Reference Files, in order to update it before the board. Ms. Mendoza stated her concerns about moving away from the board’s trend of moving agencies to the general schedule. Discussion turned to creating a Legal section of the general schedule and including legal reference files, and possibly a general schedule entry for case files in order to create more consistency across the state enterprise.

KDHE – Bureau of Air: Ms. Mendoza questioned the short retention on 0446-264. Ms. Hammerschmidt explained that the licenses are held in a database now and the Asbestos paper files are purely support documentation. Suggested revision to the title was “Asbestos Licensing Support Documentation.” Discussion turned to how licensing procedures worked for asbestos and whether the Kansas

Administrative Procedures Act (KAPA) was applicable; Mr. Smith was not able to provide much information because he has not worked directly with the program prior to updating their schedule with them. Discussion also surrounded the Facility Files and to which facilities the entry applied. Ms. Wiget noted that both 0446-264 and 0413-264 involve boxes at the State Records Center currently scheduled to come to the State Archives and that these schedule changes would allow the records to be destroyed or retained by the agency as needed instead.

Motion: Mr. Veatch moved approval as submitted, with the caveat that 0446-264, Asbestos Files, and 0413-264, Facility Files, be brought back to the State Records Board next month with a Bureau of Air representative available to answer discussions. Mr. Yeary seconded, unanimous approval of entries as submitted.

KDHE – Bureau of Environmental Remediation: The agency requested tabling 0461-264 due to ongoing discussions internally and at the Environmental Protection Agency (EPA) regarding retention and disposition needs. Mr. Yeary asked what “Township Range files,” series 0462-264, meant, and Aspen Junge explained the series title is a holdover from the bureau’s history in geology and oil field regulation. While KDHE is no longer in charge of oil field regulation, the bureau wishes to retain these records under a new series title because the information provided in the files can retain useful information. From Ms. Junge’s verbal description of the records, the board requested additional information in the description.

Mr. Veatch requested consistency in language regarding “Contact the State Archives for appraisal – if not accepted, then destroy” across several schedule entries.

Motion: Mr. Veatch moved tabling 0461-264 and 0462-264, Superfund Administrative Files and Township Range files, Mr. Yeary seconded, unanimously approved.

Ms. Junge noted that her bureau is now 30 years old and is now beginning to need to transfer records of enduring value to the State Archives. Because the bureau has never had to do this before, staff have concerns about process and what will happen to the records after they are transferred, including whether records would be destroyed without their knowledge and consent. Based on that discussion, Mr. Veatch suggested amending 0454-264, Environmental Site File, simply to state Archives for the disposition rather than “Transfer to the archives for purging.”

Ms. Mendoza questioned the retention on 0810-264, Storage Tank Compliance Files. Ms. Junge explained that the bureau issues permits and performs testing and inspections on these storage tanks. The board requested a fuller description of these records in the schedule entry.

Motion: Ms. Chinn moved tabling 0810-264, Storage Tank Compliance Files, until the next meeting. Mr. Veatch seconded, unanimous approval of tabling schedule entry.

Motion: Mr. Veatch moved approval of 0454-264, 0456-264, 0460-264, amending 0454-264 and 0456-264 to have a disposition of “Archives.” Mr. Yeary seconded, unanimous approval of these entries as amended.

KDHE – Environmental Field Services: The agency has requested tabling 0681-264, Fish Kill Database, and 0641-264, Fish Kill Reports, due to ongoing internal discussions.

Motion: Mr. Veatch moved to table, Mr. Ackermann seconded, unanimous approval to table 0681-264 and 641-264.

The board asked who the agency received the data requests from and questioned the 20 year retention in 0615-264, Data Requests. Ms. Hammerschmidt explained that staff go back to these requests frequently because they get the same questions repeatedly.

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

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

KDHE – Waste Management: Ms. Wiget questioned whether Household Hazardous Waste Files needed to come to the State Archives. This information regards household wastes disposed of at facilities around the state and therefore may have an environmental impact. Discussion turned to Mausoleum Creation Permits and whether they had archival value; again, there could be environmental impact if a mausoleum failed, though these construction records do not provide information about who was buried in them.

Motion: Mr. Veatch moved to table, Mr. Ackermann seconded, unanimous approval to table 0598-264, Landfill Database, until an Electronic Recordkeeping Plan could be completed for the database.

Mr. Veatch requested changing “etc” to “and related records” on 0581-264, Solid Waste Resource Conservation and Recovery Act (RCRA) Groundwater Files. Comments were removed from 0581-264 and 0588-264, and the pending ERP language was removed from 0579-264, Hazardous Waste Statistical Data.

Motion: Mr. Veatch moved approval of all entries as submitted, bar the amendments listed above, Mr. Ackermann seconded, unanimous approval of entries as amended.

KDHE – Bureau of Water: Agency staff requested tabling 0601-264, Agricultural Waste Facility Files, due to ongoing internal discussions about retention and disposition needs.

Motion: Mr. Veatch moved to table 0601-264, Mr. Ackermann seconded, unanimous decision to table discussing the series entry.

Mr. Yeary questioned whether 0651-264 and 0477-264 could be combined into a single entry; Ms. Hammerschmidt explained that the Fish Consumption Advisory Files are more technical while Fish Tissue Advisory Files are more related to public relations. Ms. Wiget requested that disposition language in both those entries be listed as “Contact the State Archives for appraisal – if not accepted, then destroy.”

Mr. Veatch questioned 0479-264, Geographic Information Database System’s retention, and whether data is overwritten. Ms. Hammerschmidt explained that data is not overwritten because the agency is retaining the historical data.

Ms. Wiget questioned what data is not found in the EPA system in 0484-264, Lake Water Quality Data Files; the agency staff and Ms. Hammerschmidt explained that it can be easier to retrieve the data from the agency’s files and that much is not stored in the database. The publications and reports are not published through the state but can be cooperative efforts between Kansas and the EPA or other entities, so the library section of the State Archives will not receive these materials automatically; therefore the records should be transferred to the archives.

Motion: Mr. Veatch moved approval as submitted with amendments 0652-264 to the description to “analyze, interpret, and give greater meaning...” and that “etc” will be replaced by “and other related records,” Mr. Ackermann seconded, unanimous approval of entries as amended.

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

KDHE – Labs: Ms. Mendoza questioned the use of K.S.A 45-221(a)(3) in 0402-264, Clinical Laboratory Certification Records. Mr. Smith thought individually identifiable patient information may be included as part of the Medicare certification but was unsure, and the board requested further clarification.

Motion: Mr. Veatch moved to table 0402-264, Mr. Ackermann seconded, unanimous approval to table this entry.

The board suggested adding K.S.A. 45-221(a)(1) to both 0403-264 and 0570-264 and removing the HIPAA citation from 0570-264.

Motion: Mr. Veatch moved approval with the additions listed above, Mr. Ackermann seconded, unanimous approval of entries as amended.

Ms. Hammerschmidt explained that filing practices have changed at the agency, so all the formerly broken-out entries can now be superseded into singular entries amongst the revised series.

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

KDHE – Environmental Division:

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

The board accepted the housekeeping report.

Meeting adjourned at 11:45 a.m.

DRAFT

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 16, 2015**

1. **Agency:** Kansas Insurance Department
2. **Records Officer:** Diane Haverkamp **Phone:** 296-7855
3. **Appraising Archivist(s):** Marcella Wiget
4. **Date of Appraisal:** June 2015
5. **a) Total records – No. of Series:** 11
b) New series – No. of Series: 1
c) Revised existing series – No. of Series: 8
d) Obsolete schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 2
f) Series superseded by general schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**
Discussions with agency records officer and program staff.
9. **Appraisal Narrative:**

Kansas Insurance Department is continuing to update and revise its retention and disposition schedule to reflect current recordkeeping practices. Most of these records concern documents submitted to the department by insurance companies operating in Kansas and maintained by the agency for reference.

Retention/Disposition Schedule Entries

NEW ENTRY

331-011

Insurance Department Health and Life Division

Utilization Review Organization, Pharmacy Benefits Manager, and Continuing Care Provider Files (Series Unknown)

Applications for registration, certificates of registration, supporting documentation, and correspondence relating to renewal of certificate as a utilization review organization (URO), a Pharmacy Benefits Manager, or a Continuing Care Provider.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

Restrictions: None

Comments: Retain approval registration files two years after withdrawal/cancellation, then destroy.

Schedule Authority: Agency Schedule

Last Surveyed 23 June 2015

Record Copy: Paper

Remarks: 06/23/2015: new entry.

Retention/Disposition Schedule Entries

REVISED ENTRIES

331-000

Insurance Department All Divisions

Approved Applications for Certificate of Authority and Certificates of Authority (Series 0003-331)

Application, license, correspondence, and other documents relating to an insurance company's application to conduct business in Kansas that has been approved by the Kansas Insurance Department.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See comments

Disposition: Destroy

Restrictions: None

Comments: Maintained for convenience of reference. Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 23 June 2015

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: 10/22/2010: Removed "Hard copy may be destroyed if microfilmed and microfilm meets preservation standards" from Comments.

06/23/2015: revised retention comments; noted electronic recordkeeping format. ERP is pending.

Articles of Incorporation - Foreign (Series 0004-331)

Articles of incorporation of foreign insurance companies authorized to do business in Kansas.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Maintained for convenience of reference. Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-124

Last Surveyed 23 June 2015

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: 06/23/2015: noted electronic recordkeeping format. ERP is pending.

Articles of Incorporation and By-laws - Domestic (Series 0005-331)

Articles of incorporation and by-laws of domestic insurance companies authorized to do business in Kansas.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: See Comments
Disposition: See Comments
Restrictions: None
Comments: Maintained for convenience of reference. Retain until no longer useful, then destroy. Record copy is in Secretary of State's office.
Schedule Authority: Agency Schedule
KAR Number 53-2-124
Last Surveyed 23 June 2015
Record Copy: Electronic
Electronic Recordkeeping Plan Pending
Remarks: 06/23/2015: noted electronic recordkeeping format. ERP is pending.

Bulletins (Series 0007-331)
Bulletins and acknowledgments by the company.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Maintained for convenience of reference. Retain until no longer useful, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-124
Last Surveyed 23 June 2015
Record Copy: Electronic
Electronic Recordkeeping Plan Pending
Remarks: 06/23/2015: clarified retention comments; noted electronic recordkeeping format. ERP is pending.

Policy Forms, Rates, Rules - Life, Accident, Health Related (Series 0047-331)
Specimen insurance policies and premium rates of insurance companies and health maintenance organizations (HMOs) filed with the Department.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Maintained for convenience of reference. Retain until no longer useful, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-165
Last Surveyed 23 June 2015
Record Copy: Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 10/22/2010: Revised Agency Code to 331-000 -- All Divisions from 331-007 -- Accident & Health Division.

06/23/2015: revised retention comments, noted electronic recordkeeping format. Records are maintained in the National Association of Insurance Commissioners (NAIC) system.

Tax and Fee Forms (Series 0020-331)

Tax statements that insurance companies doing business in Kansas must file annually for the purpose of computing proper amounts of taxes and fees owed to this state, along with related correspondence.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-124

Last Surveyed 23 June 2015

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: 06/23/2015: revised retention period and noted electronic recordkeeping format. ERP is pending for system.

331-001

**Insurance Department
Administrative Division**

Firefighter's Relief Distribution Statements (Series 0056-331)

Documents indicating amounts distributed to each participating firefighters relief association.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 22 October 2010

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/22/2010: Changed Division name; revised Description from "Press release and supporting statements indication amounts distributed to each participating firefighters relief association."

06/23/2015: revised sub-agency information and retention period, noted electronic recordkeeping format.

331-008

**Insurance Department
Property and Casualty Division**

Company Files - Suspended (Series 0051-331)

Specimen policies, rates, correspondence, and other documents relating to fire and casualty insurance companies whose certificate of authority to transact business in Kansas has been suspended.

Entry Status: Ready for SRB

Recommended Status: Revise

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

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-124

Last Surveyed 23 June 2015

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: 06/23/2015: revised retention information, noted electronic format. ERP pending.

Retention/Disposition Schedule Entries

**SUPERSEDED BY OTHER
AGENCY-SPECIFIC
SCHEDULE ENTRIES**

331-009

**Insurance Department
Life Division**

Policy Forms, Credit Insurance Rates, Rules - Life, Accident, Health (Series 0064-331)

Specimen insurance policies and papers submitted by foreign (non-Kansas) insurance companies as required by the Department of Insurance.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-155

Last Surveyed 23 June 2015

Record Copy: Paper

Remarks: 04/18/2008: Revised entry; agency no longer microfilming.

06/23/2015: supersede to 0047-331, Policy Forms, Rates, Rules - Life, Accident, Health Related under All Divisions.

Specimen Policy Forms, Credit Insurance Rates and Rules - Life, Accident and Health
(Series 0064-331)

Specimen life insurance policies and company papers that are required to be filed with the Kansas Department of Insurance.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain Kansas companies records permanently in office. Original documents of Kansas domiciled companies

Schedule Authority: Agency Schedule

Last Surveyed 23 June 2015

Record Copy: Unknown

Remarks: 08/15/2006: revised entry

[appears to have been abandoned revision]

06/23/2015: supersede to 0047-331, Policy Forms, Rates, Rules - Life, Accident, Health Related under All Divisions.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
June 16, 2015**

1. **Agency:** Kansas Dept. of Health & Environment – Administration
2. **Records Officer:** Michael Smith **Phone:** 785-296-1333
3. **Appraising Archivist(s):** Joanna Hammerschmidt, Marcella Wiget, Matt Veatch
4. **Date of Appraisal:** April – June 2015
5. **a) Total records – No. of Series:** 3
b) New series – No. of Series: 1
c) Revised existing series – No. of Series: 2
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: 1
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:**

Based upon appraisal by archives staff and the agency records officer it was determined that these belonged in the Bureau of legal services. Additionally, the retention was clarified by the addition of a triggering event. New entry was created to split a singular entry to allow for differences in content and potential restrictions as well as to reflect current practices.

Retention/Disposition Schedule Entries

REVISED ENTRIES

264-001

Department of Health and Environment Administration Legal Services

Estate Recovery Case Files (Series 0706-629)

Correspondence, eligibility history, probate pleadings, family agreements, and related documents relating to legal action taken to recover assets from deceased medical assistance recipients' estates.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs post closure

Disposition: Destroy

Restrictions: KSA 39-709b & 45-221(a)(3)

Schedule Authority: Agency Schedule

KAR Number 53-2-117

Last Surveyed 28 September 1998

Record Copy: Paper

Remarks: 06/03/2013 mwiget: Program transferred from SRS to KDHE in FY2012.
2015/06/15: Revised Agency from 264-111 and retention.

Medical Subrogation Case Files (Series 0700-629)

Medical reports, police reports, accident inquiries, correspondence, and related documents relating to agency efforts to recover medical costs.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs post closure

Disposition: Destroy

Restrictions: KSA 39-709b & 45-221(a) (3)

Schedule Authority: Agency Schedule

KAR Number 53-2-117

Last Surveyed 28 September 1998

Record Copy: Paper

Remarks: 06/03/2013 mwiget: Program transferred from SRS to KDHE in FY2012.
2015/06/15: Revised Agency and retention.

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

1. **Agency:** Kansas Dept. of Health & Environment – Environment 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 – July 2015
5. **a) Total records – No. of Series:** 79
b) New series – No. of Series: 2
c) Revised existing series – No. of Series: 61
d) Obsolete schedule entries – No. of Series: 7
e) Series superseded by other schedule entries – No. of Series:
f) Series superseded by general schedule entries – No. of Series: 9
6. **Archival/Permanent records – No. of Series:** 42
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:**

Based upon appraisal it was determined that some records did not have long term archival value and that definitive retention periods could be defined. Additionally the descriptions were clarified to accurately reflect the records. Those that were determined to be obsolete reflect processes or functions no longer performed by the bureau. Those superseded to the general schedule were moved to reflect a desire to standardize their treatment of these records with the rest of the state. Those superseded to other agency schedules were a result of the business processes no longer treating them as separate records but part of an aggregate series.

Retention/Disposition Schedule Entries

NEW ENTRIES

264-002

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

Abandoned Mine Land Project Files (Series Unknown)

Records related to the investigation and remediation of safety hazards posed by historic mining sites, including investigation reports, background research, and environmental and other agreements; and supporting documentation including maps, designs, specifications, analytic data, and construction and post construction inspection reports.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 030 cldr yrs post closure

Disposition: See Comments

Restrictions: NONE

Comments: Contact State Archives for appraisal, if not accepted then destroy.

Last Surveyed 06 July 2015

Record Copy: Paper

Remarks: 2015/07/07: New Schedule Entry per agency staff.

Coal Mine Permits (Series Unknown)

Records related to active coal mining, including inspection reports, permit documents, and agreements; and supporting documents including surface water and groundwater reports, analytical data, notice of violations, cessation orders, per ton fees, and other activities required under the Kansas Mine Land Conservation and Reclamation Act.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 030 cldr yrs post closure

Disposition: See Comments

Restrictions: NONE

Comments: Contact State Archives for appraisal, if not accepted then destroy.

Schedule Authority: Agency Schedule

Last Surveyed 06 July 2015

Record Copy: Paper

Remarks: 07/07/2015: New Entry.

Retention/Disposition Schedule Entries

REVISED ENTRIES

264-002

Department of Health and Environment Environment Division

Special Projects Files (Series 0654-264)

Contain documents related to one time/ad hoc projects. May contain lab reports, correspondence, draft reports, planning documents, etc.. related to environmental issues within the state of Kansas.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: See Comments

Restrictions: None

Comments: Contact state archives for appraisal - if not accepted then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff moved out of bureau levels for availability across the division. Adjusted retention and disposition as well.

Bureau of Air

Air Emissions Inventory Forms (Series 0419-264)

Completed forms listing basic information regarding industrial operations which emit particles into the air - used as input form for "Air Emissions Inventory Database System".

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-076

Last Surveyed 13 July 1988

Record Copy: Paper

Remarks: 06/09/2015 jhammersch: Per conversation with agency staff revised retention/disposition from see comments to 003 cldr years/destroy.

Air Quality Assessment Logs (Series 0432-264)

Registers of various section activities related to air quality assessment and enforcement: Order Logs, Complaint Logs, New Plant Logs, Oil Spill Logs, Report Notice Mailing Logs, and Source Test Logs.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 cldr yrs
Disposition: See Comments
Restrictions: None
Comments: Contact State Archives for appraisal - if not accepted then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-076
Last Surveyed 27 July 1988
Record Copy: Paper
Remarks: 2015/06/15: Revised Agency, Title and Comments.

Federal Asbestos Hazard Emergency Response Act Management Plans (Series 0452-264)

Asbestos management plans that are required to be submitted to the agency by public and private schools under Federal law/regulation.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 001 cldr yr
Disposition: See Comments
Restrictions: None
Comments: Contact State Archives for appraisal - if not accepted, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-086
Last Surveyed 31 May 1989
Record Copy: Paper
Remarks: 2015/06/12: Revised Description to remove "copies," revised agency and retention period.

Bureau of Environmental Field Services

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 yrs
Disposition: See Comments
Restrictions: None
Comments: Contact the State Archives for appraisal. If not accepted, then destroy.
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 Remediation**

NOTE: These were the Bureau of Environmental Remediation entries discussed by the State Records Board at the July 16, 2015 meeting. Uncorrected versions had been given to the board prior to the meeting; these corrected versions were handed out at the meeting.

Federally Funded program files (Series 0461-264)

All records related to work performed under a federal grant or cooperative agreement. Does not include records scheduled under Environmental Site Files.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See comments

Disposition: Archives

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

Comments: Maintain all financial and programmatic records, supporting documents, statistical records, and other records related to work performed under the grant or agreement for a minimum of 10 years following the submission of the final expenditure report, or for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. If any litigation, claim, negotiation, audit, cost recovery, or other action has been initiated, the records must be retained until completion of such action and resolution of all issues which arise from it or until the end of the regular 10 year period, whichever is later.

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.

06/15/2015: revised description and comments.

Storage Tank Compliance Files (Series 0810-264)

Records documenting a facility's routine procedures such as leak detection, inventory control, tightness testing, monitoring, and other activities required to prevent product releases into the environment as required by the Underground Storage Tank Act.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 031 cldr 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.

06/15/2015: revised description per SRB's request for more information.

Township Range Files (Series 0462-264)

Records documenting environmental conditions at locations where a BER response was not required. Records are kept for future reference, and include complaints referred to other agencies, regional groundwater studies, reports for environmental assessment and response actions performed without BER oversight, background information and facility inventories related to industrial sector evaluations, unregulated dump or landfill information, and other related records.

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.

06/15/2015: revised description per SRB's request at May meeting.

Bureau of Radiation

Central Interstate Compact (CIC) Low-Level Radioactive Waste Program Files (Series 0624-264)

Correspondence, reports, newsclippings, and other documents relating generally to the compact formed by Kansas, Nebraska, Oklahoma, Arkansas, and Louisiana to manage and dispose of the five states' low-level radioactive waste.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact the State Archives for appraisal. If not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 26 May 2015

Record Copy: Paper

Remarks: 06/09/2015: Revised title, subagency 1, and retention period (See Comments)

County Emergency Planning Committee Files - Right to Know (Series 0391-264)

Documents concerning Emergency Planning Committees in each Kansas county: lists of members, correspondence, proceedings, and other supporting materials.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-085

Last Surveyed 04 June 2015

Record Copy: Paper

Remarks: 2015/06/12: Revised agency assignment to reflect current practices

Drinking Water Program Files (Series 0268-264)

Documents relating to the radiation portion of the state drinking water program.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact the State Archives for appraisal. If not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 13 April 2015

Record Copy: Paper

Remarks: 06/09/2015: Per conversation with agency staff revised title, retention (see

comments) and comment "Transfer to archives for purging"

Emergency Preparedness Program Files (Series 0269-264)

Documents generated by or relative to the department's radiological emergency preparedness and response program.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact the State Archives for appraisal. If not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 17 May 1989

Record Copy: Paper

Remarks: 06/09/2015: Revised retention and bureau.

Environmental Surveillance program Files (Series 0270-264)

Documents generated by or relative to the department's radiation environmental surveillance programs.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Until Superseded

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 17 May 1989

Record Copy: Paper

Remarks: 06/09/2015: Per agency staff updated title, retention and comments

Hazardous Substance Facilities Reporting Files (Series 0392-264)

Documents resulting from the required reporting of the production, use, or storage of hazardous substances by industrial or commercial facilities under Federal statute.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Includes reports required by Sections 302, 304, 311, 312, and 313 of the Superfund Amendments and Reauthorization Acts of 1986, Title III. See also "Material Safety Data Sheets."

Schedule Authority: Agency Schedule

KAR Number 53-2-085

Last Surveyed 27 July 1988

Record Copy: Unknown

Remarks: 2015/06/12: Revised Agency.

Incident Investigation Files (Series 0272-264)

Documents relating to investigations of accidents, incidents, or complaints involving radioactive materials or radiation conducted by Radiation Program staff.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs post closure

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 18 May 1989

Record Copy: Paper

Remarks: 06/09/2015: Clarified title, revised retention from "no longer useful"

Interstate Cooperative Program Files (Series 0393-264)

Correspondence and supporting documents concerning efforts aimed at increasing interstate cooperation between Right to Know Program agencies.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-085

Last Surveyed 04 June 2015

Record Copy: Paper

Remarks: 2015/06/12 - Revised Agency and retention period from "No longer useful"

Low Level Radiation Waste (LLRW) Reference Files (Series 0273-264)

Documents relating to low level radiation waste and in particular, Kansas' activities relative to the Central Interstate Low Level Radiation Waste Compact Commission.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact the State Archives for appraisal.If not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 17 May 1989

Record Copy: Paper

Remarks: 06/09/2015: updated retention from "Until no longer useful"

Low Level Radioactive Waste (Series 0457-264)

Documents relating to the study of the development and operation of a low level radioactive waste management program.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 030 cldr yrs post closure

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 27 April 2015

Record Copy: Unknown

Remarks: Per agency staff moved from Environmental Remediation to Environmental Health - Radiation Division, updated retention period and comments.

Material Safety Data Sheets (Series 0395-264)

Completed forms reporting the existence and characteristics of hazardous substances produced by industrial/commercial facilities as required by federal law. Also includes some supporting materials.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs post supersedence

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-085

Last Surveyed 27 May 2015

Record Copy: Paper

Remarks: 06/12/2015: Revised Agency, retention from see comments, disposition from archives.

Radioactive Materials License Files (Series 0410-264)

Documents relating to the radioactive material license applications, approval/denial forms, inspection reports, and compliance records.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 001 cldr yrs post expiration

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 28 April 1989

Record Copy: Paper

Remarks: 06/09/2015: Revised Subagency and retention

Right To Know - Compliance and Enforcement Files (Series 0389-264)

Documents relating to the emergency planning and right to know program regarding hazardous substances including: compliance inquiry, notice of inspection, enforcement actions, administrative hearing.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs post closure

Disposition: Archives

Restrictions: KSA 65-5701

Schedule Authority: Agency Schedule

KAR Number 53-2-085

Last Surveyed 15 May 2015

Record Copy: Paper

Remarks: 6/12/2015: Per agency staff revised retention from see comments, clarified retention time frame.

Right to Know Administrative Files (Series 0398-264)

Wide variety of documents related to general administration of the Right to Know Program: financial records, personnel records, travel records, and other documents.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: Portions per KSA 45-221(a)

Schedule Authority: Agency Schedule

KAR Number 53-2-085

Last Surveyed 17 May 2015

Record Copy: Paper

Remarks: 2015/06/12: Revised title, agency, retention/disposition from See comments

Small Hospital X-Ray Equipment Survey (Series 0412-264)

Survey questions and answers used to determine the methods used by small hospitals in operating the x-ray equipment.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 002 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 28 April 1989

Record Copy: Paper

Remarks: 06/09/2015: Revised title and description.

Transportation Files (Series 0277-264)

Documents generated by or relative to the transportation of radiation materials in Kansas.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 17 May 1989

Record Copy: Paper

Remarks: 2015/06/12: Revised Agency, and retention from See Comments. Follow-up with

agency to determine if supersede to 0274-264 is appropriate.

X-Ray Registration and Inspection Files (Series 0416-264)

Documents relating to the registration files and the inspection reports for all possessors and users of x-ray or ionizing radiation producing devices.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs after disposal of device

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 03 June 2015

Record Copy: Paper

Remarks: 06/12/2015: Per agency staff changed retention/disposition from See Comments and removed comment indicating these were refiled after device was disposed of.

Bureau of Water

Agricultural Waste Facilities Files (Series 0601-264)

Plan sheets, correspondence, registration applications, reports, and other documents 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: Archives

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

Schedule Authority: Agency Schedule

KAR Number 53-2-107

Last Surveyed 28 April 2015

Record Copy: Paper

Remarks: 2015/05/15:Per Agency Staff updated comments and disposition.
2015/06/12:Moved to Draft for further agency discussion.

Annual Priority List - EPA Construction Grants and State Revolving Fund Loans (Series 0568-264)

Annual report prepared to inform the public of the priorities established for the allocation of EPA construction grants and state revolving fund loans for wastewater facility construction.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 27 May 2015

Record Copy: Unknown

Remarks: 06/12/2015: Shift to permanent. Verify that this is not a publication we receive via

state publishing office

Aquatic Macro-Invertebrate Sample Identification Sheets (Series 0689-264)

Records of the contents of water samples taken from sampling stations as regards aquatic organisms according to laboratory analysis.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 020 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: This data is available in the Water Quality Data for Kansas report and the EPA's STORET system.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: 05/13/2015: Per agency staff revised bureau and retention period. Did not update disposition date as this data is available in the Water Quality Data for Kansas report and the EPA's STORET system.

Arkansas River Corridor Assessment Project Records (Series 0690-264)

Documents containing chemical, biological, and hydrological information on the Arkansas River and used to prepare a comprehensive analysis of the river's water quality.

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 reassigned bureau and updated retention period.

Bond Fund Accounts Audit Reports (Series 0005-264)

Audit reports related to municipal sewer construction revenue bonds held by the agency.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 007 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff revised Division, Retention and Disposition.

Chlorophyll A Analysis Sheets (Series 0634-264)

Chemical analysis data relating to tests for chlorophyll A in lakes and wetlands that is used to monitor levels and ensure compliance with water quality standards.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Data is found in the EPA's STORET system and the Kansas University's Kansas Water Database.

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff revised the bureau and retention period. Did not update disposition as this data is found in multiple other locations which are maintained permanently. Will work with staff to resolve.

Chlorophyll Test Results (Series 0466-264)

Worksheets used to plot results of tests for chlorophyll content in water samples.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Archives

Restrictions: None

Comments: *This information can also be found in the EPA's STORET system.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: 05/13/2015: Revised Bureau and Retention from "See Comments"

Clean Lakes Restoration Priority Data Sheets (Series 0468-264)

Surveys of physical features of lakes including 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 yrs

Disposition: See Comments

Restrictions: None

Comments: Contact State Archives for appraisal, if not accepted then destroyed.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff corrected bureau and changed retention and disposition. Set as draft for final review.

Consulting Engineers' Reports (Series 0514-264)

Reports submitted by consulting engineers to the department on behalf of water treatment plants prior to major changes in the treatment process that provide a historical summary of plant operations.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-099

Last Surveyed 15 May 2015

Record Copy: Paper

Remarks: 2015/06/12: Revised Retention from 015 cldr years.

County Sanitation Files (Series 0511-264)

Correspondence, lab reports, and other documents relating to domestic sewer and water issues maintained to ensure that private property owners comply with water supply and sanitation regulations.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: None

Comments: a.k.a. "4.0 Files"

Schedule Authority: Agency Schedule

KAR Number 53-2-099

Last Surveyed 27 October 1993

Record Copy: Paper

Remarks: Agency discussion needed to establish if these are still done and if the description is still appropriate.

County Wide Plan Files (Series 0566-264)

Copies of plans, correspondence, and other documents concerning long range plans prepared by counties to guide the development of water and wastewater treatment facilities.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact State Archives for appraisal, if not accepted then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 29 November 1994

Record Copy: Unknown

Remarks: 06/12/2015: Discuss with agency possibility of shifting to County schedule if these are truly copies and the counties keep the originals.

Fish Tissue Monitoring Program Administrative Files (Series 0649-264)

Copies of EPA fish program work plans, analytical data reports, work plan correspondence, etc. relating to the administration of the fish monitoring program.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 020 cldr yrs

Disposition: See Comments

Restrictions: None

Comments: Contact state archives for appraisal, if not accepted then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 11 May 2015

Record Copy: Paper

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

Groundwater Quality Monitoring Network Data Files (Series 0480-264)

Records related to the monitoring of groundwater quality at sampling sites: results of lab analyses, field measurement notes, sample collection notes.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 020 cldr yrs

Disposition: Archives

Restrictions: None

Comments: This information is also found in the EPA's STORET system.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 May 2015

Record Copy: Paper

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

Groundwater Quality Monitoring Network Files (Series 0644-264)

Field notes, lab submission forms, map of site, etc. relating to well sites that are monitored every other year to ensure compliance with groundwater quality standards.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 020 cldr yrs

Disposition: See Comments

Restrictions: None

Comments: Data is also found in EPA's STORET system and Kansas University's Kansas Water Database.

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 12 May 2015

Record Copy: Paper

Remarks: Per agency staff updated bureau and retention period. Did not update Disposition as this information is retained in multiple locations. Will work with staff to resolve.

Internal Reference - Non Technical (Series 0494-264)

Reports compiled by the section of a non-technical nature including: "Kansas River Pollution

Survey," "The Kansas River and Its Tributaries," "Summary Report on Quality of Interstate Waters."

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact State Archives for appraisal - if not accepted then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 12 February 1988

Record Copy: Paper

Remarks: 2015/06/12: Revised Title/Description to clarify and remove confusing language re: manuscripts. Revised Retention from no longer useful and clarified comment.

Internally Published Reports (Series 0491-264)

Published reports compiled for reference by agency staff. This includes the original manuscripts of reports and other documents published by the section regarding water quality subjects.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 20 November 1987

Record Copy: Unknown

Remarks: 2015/06/12: revised agency and title.

Laboratory Sample Log Sheets (Series 0705-264)

Record of water samples submitted to the laboratory for analysis - used to track progress of sample.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 May 2015

Record Copy: Paper

Remarks: Per agency staff corrected bureau and revised retention period from 003 years
Added Bureau of Water

Lake Drinking Water Supply Quality Study Records (Series 0706-264)

Records related to the study of the quality of drinking water supplied from multiple-use lakes: correspondence, reports, data, notes, drafts, and reference materials.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: See Comments

Restrictions: None

Comments: Contact state archives for appraisal, if not accepted then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 May 2015

Record Copy: Paper

Remarks: Per agency staff corrected bureau and revised retention and disposition.

Lake and Wetland Water Quality Monitoring Program Files (Series 0633-264)

Field forms, notes, and other documents related to data gathered by KDHE employees on routine lake and wetland water samples which are analyzed to ensure compliance with standards.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Data is transferred to EPA's STORET system and Kansas University's Kansas Water Database.

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. Did not update disposition as this material is stored in multiple systems. Will work with staff to resolve.

Local Nonpoint Source Management Plans (Series 0544-264)

County conservation plans submitted for technical assistance and review to ensure consistency with the state nonpoint source management plan.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 004 fisc yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 11 June 1993

Record Copy: Paper

Remarks: 2015/06/12: Revised Description to remove "copies" and removed comment specifying storage locations.

Netbug Computer Reports (Series 0709-264)

Information from "Aquatic Macro-Invertebrate Sample Identification Sheets" in computer report format: site information, date of sample, taxonomy of present organisms, count, and method of sampling.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 020 cldr yrs
Disposition: Destroy

Restrictions: None

Comments: Data may also be found in the EPA's STORET system.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 May 2015

Record Copy: Paper

Remarks: Per agency, corrected bureau and retention period. Due to publication of data in "Water Quality Data for Kansas" did not update disposition. Will work with agency to resolve.

Pesticide Analysis Sheets (Series 0710-264)

Reports received from departmental laboratory on analysis of water samples in regard to their pesticides content.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: This data is also found in the EPA's STORET computer system.

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. Did not update disposition to archive based upon data being published in "Water Quality for Kansas," will work with agency to resolve.

Public Water Supply - Facility Plans, Drawings, and Specifications (Series 0507-264)

Plans, drawings, and specifications relating to public water supply facilities submitted to the Bureau of Water for approval to ensure that facilities are constructed in accordance with standards.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Supersedes general schedule retention requirements for "Architectural Plans, Drawings, Maps, and Specifications -0007-000"

Schedule Authority: Agency Schedule

KAR Number 53-2-098

Last Surveyed 14 May 2015

Record Copy: Paper

Remarks: 2015/06/12: Revised Title to clarify contents, revised retention and clarified comments to include GS entry id#.

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

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

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: This data is input into the EPA STORET computer system.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: 09/20/2013 mwiget: Revised subagency title to be in line with other records series from this section.

05/13/2015 Per agency staff revised bureau and retention period. Did not update disposition as this material is published in "Water Quality for Kansas," will work with staff to resolve.

Sampling Run Planning Documents (Series 0498-264)

Materials used to plan water sample "runs." Includes sample site information, sampling requirements, personnel, equipment, and other documents. Maintained for both lake and stream sampling programs.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Destroy duplicate/convenience copies yearly, but retain master records for 5 calendar years, then transfer to archives.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 29 December 1987

Record Copy: Paper

Remarks: 2015/06/12: Clarified description by removing "etc", revised retention/disposition from See Comments.

State Nonpoint Source Management Plan Program Files (Series 0545-264)

Documents relating to the development and implementation of the state's plan to control nonpoint source pollution.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact State Archives for appraisal - if not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 11 June 1993

Record Copy: Paper

Remarks: 2015/06/12: Revised description, retention period from See comments, and retention from Archives. Added comment regarding appraisal.

Stream Chemistry Monitoring Program Records (Series 0642-264)

Field forms, notes, and other documents related to data gathered on routine stream water samples which are analyzed to ensure compliance with water quality standards.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs

Disposition: See Comments

Restrictions: None

Comments: Data is found in EPA's STORET system and Kansas University's Kansas Water Database.

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. Did not update disposition as this material is located in multiple systems. Will work with staff to resolve.

Taste and Odor Algae Bloom Program Files (Series 0635-264)

Records relating to the short term investigations of algae bloom incidents on Kansas lakes.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 Cldr yrs

Disposition: See Comments

Restrictions: None

Comments: Contact state archives for appraisal, if not accepted then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: Per agency staff changed retention period and bureau. Will work with staff to address disposition.

U.S. Army Corps of Engineers 404 Permit Applications (Series 0716-264)

Applications by individuals and organizations for permission to engage in construction on waterways and lakes in Kansas, and the evaluation and approval/disapproval thereof per federal program.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: None

Comments: See also "Construction Notices" for records related to construction following permit approval.

Schedule Authority: Agency Schedule

KAR Number 53-2-074
Last Surveyed 20 November 1987
Record Copy: Paper

Water Analysis Files - Bacteriological (Series 0509-264)

Reports of results of water analysis tests showing the quantity and type of bacteria found in public water supplies used to monitor compliance with state and federal regulations.

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 005 cldr yr
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-098
Last Surveyed 17 May 2015
Record Copy: Paper
Remarks: 2015/06/12: Revised Retention period from 001 cldr years.

Water Quality Certification Files (Series 0542-264)

Documents relating to the review and certification of projects which alter water courses to ensure that water quality standards are not compromised as required by state and federal statutes.

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 008 fisc yrs
Disposition: See Comments
Restrictions: None
Comments: Contact State Archives for appraisal - if not accepted then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-103
Last Surveyed 11 June 1993
Record Copy: Paper
Remarks: 2015/06/12: Revised description and removed comment specifying storage locations.

Water Quality Field Sample Sheets (Series 0505-264)

Records used to identify water sample containers, environmental conditions at time of sample, and field test results for acidity of water.

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 020 cldr yrs
Disposition: Destroy
Restrictions: None
Comments: This data is also input into the EPA STORET computer system.
Schedule Authority: Agency Schedule
KAR Number 53-2-074
Last Surveyed 12 May 2015
Record Copy: Paper
Remarks: Per agency staff revised bureau and retention period. Did not update disposition as

this information is published in "Water Quality Data for Kansas," will work with staff to resolve.

Water Quality Standards Files (Series 0652-264)

Technical criteria development documents, interdepartmental reviews, public meeting and hearing materials, revisions, and other documents relating to establishment of water quality standards.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 2 Cycles post supersedence

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-108

Last Surveyed 09 February 1996

Record Copy: Paper

Remarks: 2015/06/12:Revised agency, retention and deleted comments

Water Quality Standards Task Force Files (Series 0712-264)

Notes, minutes, drafts, reports, and other miscellaneous documents regarding activities of the task force to review state water quality standards.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Agency will purge duplicative materials such as draft copies before transfer.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 29 December 1987

Record Copy: Paper

Remarks: 2015/06/12: Revised title and commetns.

Waterfront Construction Files (Series 0694-264)

Records regarding review for approval of planned construction projects on waterfronts: correspondence, applications, public notices, and maps.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 004 cldr yrs

Disposition: Archives

Restrictions: None

Comments: See also "U.S. Army Corps of Engineers 404 Permit Program Records" for applications for permit construction

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 20 November 1987

Record Copy: Unknown

Remarks: 2015/06/12: Revised title and comments. Will verify if these can be merged with 0716-264

Watershed Demonstration Project Files (Series 0543-264)

Correspondence, final report, work plans, budgets, etc. relating to projects established in cooperation with local sponsors to demonstrate the implementation of nonpoint source pollution controls.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 fisc yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 12 June 2015

Record Copy: Paper

Remarks: 2015/06/12: Revised Retention to reflect cumulative time from comments. Deleted comments.

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

1. **Agency:** Kansas Dept. of Health & Environment – Health 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 – July 2015
5. **a) Total records – No. of Series:** 76
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 55
d) Obsolete schedule entries – No. of Series: 12
e) Series superseded by other schedule entries – No. of Series: 0
f) Series superseded by general schedule entries – No. of Series: 9
6. **Archival/Permanent records – No. of Series:** 21
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:**

Based upon appraisal it was determined that some records did not have long term archival value and that definitive retention periods could be defined. Additionally the descriptions were clarified to accurately reflect the records. Those that were determined to be obsolete reflect processes or functions no longer performed by the bureau. Those superseded to the general schedule were moved to reflect a desire to standardize their treatment of these records with the rest of the state. Those superseded to other agency schedules were a result of the business processes no longer treating them as separate records but part of an aggregate series.

Retention/Disposition Schedule Entries

REVISED ENTRIES

264-003

Department of Health and Environment Health Division

Program Files (Series 0292-264)

Documents relating to the administration of programs including manuals, guidance, protocols, planning, evaluation, reports, and other related records.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact State Archives for appraisal - if not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 09 May 1989

Record Copy: Unknown

Remarks: 2015/06/12: removed subagencies, revised comments and retention.

Bureau of Consumer Health

Adult Lead Survey (Series 0763-264)

Questionnaire to ascertain lead blood level and exposure possibilities which includes an individual's work and non-work activities, blood test, children, and personal info.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: KSA 45-221(a)(3), (24)

Comments: The CDC maintains an electronic record copy.

Schedule Authority: Agency Schedule

KAR Number 53-2-135

Last Surveyed 29 May 2003

Record Copy: Paper

Remarks: 2015/06/15: Revised Agency information and duplicative comments

Annual Extracts of Adult's Blood Lead Level Test Results (Series 0764-264)

Computer report compiled by the bureau and submitted to the Centers for Disease Control extracting the total number of blood level test results.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Until superseded

Disposition: Destroy

Restrictions: None

Comments: The CDC maintains the electronic record copy.
Schedule Authority: Agency Schedule
KAR Number 53-2-135
Last Surveyed 29 May 2003
Record Copy: Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 2015/06/15: Revised agency, retention from "See Comments"

Blood Lead Levels--Children (Series 0768-264)
Documents related to child blood lead levels after soil remediation.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: Until superseded
Disposition: Destroy
Restrictions: HIPAA; KSA 45-221(a)(3), (24)
Schedule Authority: Agency Schedule
KAR Number 53-2-135
Last Surveyed 09 June 2003
Record Copy: Paper
Remarks: 2015/06/15: Revised agency and duplicative comments.

Elevated Blood Lead Levels Case Management Files - Children (Series 0750-264)
Correspondence, environmental reports, lab results, and other documents relating to the identification, monitoring and medical management of children with elevated blood lead levels.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 001 cldr yr post age 6
Disposition: Archives
Restrictions: KSA 45-221(a)(3)
Comments: Contact State Archives for appraisal - if not accepted then destroy
Schedule Authority: Agency Schedule
KAR Number 53-2-133
Last Surveyed 13 November 2002
Record Copy: Unknown
Remarks: 2015/06/12: Revised retention from see comments

Elevated Blood Lead Levels Test Results - Adults (Series 0766-264)
Laboratory results submitted to the bureau of elevated blood lead levels in individual adults.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 001 cldr yr
Disposition: Destroy
Restrictions: KSA 45-221(a)(3), (24)
Comments: The CDC maintains the electronic copy.
Schedule Authority: Agency Schedule
KAR Number 53-2-135
Last Surveyed 29 May 2003

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 2015/06/15: Revised agency and duplicative comments.

Environmental Lead Levels (Series 0782-264)

Record of environmental lead levels in soils using Housing and Urban Development (HUD) protocol or composites.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: KSA 45-221(a)(24)

Schedule Authority: Agency Schedule

KAR Number 53-2-136

Last Surveyed 09 June 2003

Record Copy: Paper

Remarks: Tabled 07/17/03.

2015/06/15: Revised Agency and retention schedule from see comments.

Health Planning & Statewide Health Coordinating Council Files (Series 0240-264)

Documents pertaining to health planning and Statewide Health Coordinating Council including: reports, correspondence, and miscellaneous information.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact State Archives for appraisal - if not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 05 June 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised Title to remove "Subject Files," description to indicate documents, and comments.

Bureau of Disease Control & Prevention

AIDS Disease Registry (Series 0246-264)

Patient files used to maintain surveillance of AIDS Disease in Kansas.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs post final contact

Disposition: See Comments

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

Comments: Contact State Archives for appraisal - if not accepted then destroy

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 07 July 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

AIDS Education Files (Series 0370-264)

Documents related to AIDS education material for teaching purposes including: pamphlets, letters, memos and typed curriculum guide.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: Destroy

Restrictions: None

Comments: Materials published via state office should already be in archives.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 17 May 2015

Record Copy: Unknown

Remarks: 2015/06/12: revised agency and retention.

Adverse Reaction to Immunization Reports (Series 0247-264)

Reports by health care providers of alleged adverse reactions to immunization.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 05 July 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised agency

Chanute Hospital Patient Records (Series 0249-264)

Hospital records of patients admitted to the Chanute Tuberculosis Hospital.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 020 cldr yrs post final contact

Disposition: Archives

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

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 05 July 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

Disease Investigation Reports (Series 0251-264)

Documents of rubella and measles reports by health care providers by patient's name and address for surveillance and outbreak control.

Entry Status: Ready for SRB

Recommended Status:Revise
Retention Period: 020 cldr yrs post closure
Disposition: Archives
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 05 July 1989
Record Copy: Unknown
Remarks: 2015/06/12: Revised retention from see comments

Disease Outbreaks Investigation Reports (Series 0252-264)
Documents relating to study and report disease outbreaks in an attempt to forestall future occurrences or to determine mode of spread.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 010 cldr yrs
Disposition: Archives
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 07 July 1989
Record Copy: Unknown
Remarks: 2015/06/12: Revised retention from see comments

General Communicable Reports (Series 0254-264)
Documents of officially reported communicable disease reports.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 010 cldr yrs
Disposition: Archives
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 07 July 1989
Record Copy: Unknown
Remarks: 2015/06/12: Revised retention from see comments

HIV and AIDS Report and Investigation Forms (Series 0736-264)
Various paper reports and data collection tools for reporting, investigation, and follow-up of HIV/AIDS cases and contacts.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: Until Superseded
Disposition: Destroy
Restrictions: KSA 45-221 (a)(3)
Schedule Authority: Agency Schedule
KAR Number 53-2-128
Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

HIV/AIDS Epidemiologic Profile (Series 0737-264)

Statistical summary of case data contained in HARS that has no identifying information.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 001 cldr yr

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-128

Record Copy: Unknown

Remarks: 2015/06/12: Revised title

Immunization Coverage Reports (Series 0740-264)

Retrospective Immunization Coverage Study and the Immunization Coverage Assessment of County Health Departments in Kansas.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 001 cldr yr

Disposition: Destroy

Restrictions: None

Comments: NOTE: The reports contain no identifying information.

Schedule Authority: Agency Schedule

KAR Number 53-2-128

Record Copy: Unknown

Remarks: 2015/06/12: Revised description.

Kansas Certification of Immunization School Reports (Series 0257-264)

Documents listing the levels of immunization on individual children entering Kansas schools.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 05 July 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised title. Restrictions need to be defined.

Monthly Immunization Reports (Series 0258-264)

Documents relating to the number of doses administered by age and type of vaccine from providers.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 05 July 1989
Record Copy: Unknown

Quarterly Reports (Series 0259-264)

Quarterly reports to the Centers for Disease Control regarding the progress and compliance with grant requirements.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 005 cldr yrs post completion
Disposition: See Comments
Restrictions: None

Comments: Contact the archives for appraisal, if not accepted, then destroy.

Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 05 July 1989
Record Copy: Unknown
Remarks: 2015/06/12: Revised retention from see comments

Ryan White Title II Case Files (Series 0738-264)

Files containing various notes, records, correspondence, and other documents related to the eligibility and treatment case management activities of a case, including identifying and confidential medical information.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 005 cldr yrs post final contact
Disposition: Destroy
Restrictions: KSA 45-221(a)(3)

Schedule Authority: Agency Schedule
KAR Number 53-2-128
Record Copy: Unknown
Remarks: 2015/06/12: Revised retention from see comments

STD Patient Records (Series 0260-264)

Documents used to maintain surveillance on sexually transmitted disease patients, contacts and suspects used to monitor treatment.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 005 cldr yrs post final contact
Disposition: See Comments
Restrictions: KSA 45-221(a)(3)

Comments: Contact State Archives for approval - if not accepted then destroy.

Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 07 July 1989
Record Copy: Paper

Remarks: 2015/06/12: Revised retention from see comments

Sexually Transmitted Diseases (STD) Investigation Reports (Series 0739-264)

Various reports and data collection tools for investigation and follow-up of STD cases and contacts.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs post final contact

Disposition: Destroy

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

Schedule Authority: Agency Schedule

KAR Number 53-2-128

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

Tuberculosis Patient Records (Series 0264-264)

Documents used to maintain surveillance on individual tuberculosis patients, contacts, and those suspected of having the disease.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs post final contact

Disposition: Archives

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

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 05 July 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

Vaccine Adverse Event Reporting System (VAERS) Investigation Reports (Series 0741-264)

Forms used for collecting and reporting information relevant to reportable events that contain identifying and confidential medical information.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 001 cldr yr post closure

Disposition: Destroy

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

Schedule Authority: Agency Schedule

KAR Number 53-2-128

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

Vaccine Preventable Disease (VPD) Investigation Reports (Series 0742-264)

Various reports and data collection tools for investigation and follow-up of VPD cases and contacts.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs post completion
Disposition: Destroy
Restrictions: KSA 45-221(a)(3)
Schedule Authority: Agency Schedule
KAR Number 53-2-128
Record Copy: Unknown
Remarks: 2015/06/12: Revised retention from see comments

Bureau of Epidemiology

Communicable Disease (CD) Investigation Reports (Series 0734-264)
Various reports and data collection tools used for investigation, follow-up, and reporting CD cases and contacts.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 005 cldr yrs post last contact
Disposition: Destroy
Restrictions: KSA 45-221(a)(3)
Comments: Retain until no longer useful, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-128
Record Copy: Unknown

Bureau of Family Health

Administrative Files - Special Supplemental Nutrition Program for Women, Infants, and Children (Series 0313-264)
Documents used in the administration of the WIC program including: state plans, applications for WIC, budget applications, and regulations.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 004 Federal Fisc yrs
Disposition: Destroy
Restrictions: None
Comments: Federal Fiscal Year runs 10/01 - 09/30
Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 25 May 1989
Record Copy: Unknown
Remarks: 2015/06/12: Revised all aspects of entry to be in line with actual business proces.

Child Care License Investigation Files - Substantive (Series 0746-264)
Documents relating to complaints, investigations and the ultimate closure of licensed facilities and/or homes due to violations of the Maternal Hospitals or Homes and Homes for Children Act.
Entry Status: Ready for SRB
Recommended Status:Revise

Retention Period: 070 cldr yrs post closure
Disposition: Destroy
Restrictions: KSA 65-507(b)
Schedule Authority: Agency Schedule
KAR Number 53-2-165
Last Surveyed 26 October 2010
Record Copy: Paper
Remarks: 2015/06/12: Revised Title to remove "Do Not Destroy," Retention from "See Comments"
10/26/2010: Revised Title from "Investigation Files - Do Not Destroy Files."

Child Care Licensing Files (Series 0744-264)

Application and supporting documentation relating to the licensing process to provide child care services for children.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 007 cldr yrs post facility closure
Disposition: Destroy
Restrictions: KSA 65-507(b)
Schedule Authority: Agency Schedule
KAR Number 53-2-165
Last Surveyed 19 October 2010
Record Copy: Paper
Remarks: 2015/06/12: Revised agency, retention and comments.
10/19/2010: Revised retention from "Retain in office while active plus 2 years after closure, transfer to the records center for 1 year, then destroy"

Children Deceased and 21 Years Old (Series 0301-264)

Documents of children who have died or turned 21 years of age including: applications, financial, insurance, reports, bills, action plans, authorization, correspondence, and other related records.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 010 cldr yrs
Disposition: Destroy
Restrictions: KSA 45-221(a)(3)
Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 18 May 1989
Record Copy: Unknown
Remarks: 2015/06/12: Revised description

Client Clinic Reports (Series 0282-264)

Individual client medical reports listing the status of the disease and other personal information.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 005 cldr yrs post final contact

Disposition: Destroy
Restrictions: KSA 45-221(a)(3)
Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 25 May 1989
Record Copy: Unknown
Remarks: 2015/06/12: Revised retention from see comments

Client Records (Series 0331-264)
Documents relating to medical files on children including: applications, professional reports, authorizations, action plans, bills, correspondence, narrative, financial & insurance info.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 010 cldr yrs post defining event: age 21, deceased, or closed case
Disposition: Destroy
Restrictions: KSA 45-221(a)(3)
Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 09 May 1989
Record Copy: Unknown
Remarks: 2015/06/12: Revised title, agency, and retention to reflect current business process.

Commodity Supplemental Food Program Files (Series 0314-264)
Documents, either completed or in the developmental phases, used for the functioning of the position and in conjunction with SRS.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 004 Federal fisc yrs
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 11 May 1989
Record Copy: Unknown
Remarks: 2015/06/12:Revised Agency, retention period - added "Federal," and disposition

Contract & Grant Reporting Files (Series 0302-264)
Completed forms submitted to the bureau for grant/contract requirements by recipient of funds, contracts, or other assistance.
Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: 001 cldr yr post closure
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 22 May 1989
Record Copy: Paper

Remarks: 2015/06/12: Revised agency, title, and description to match business process.
Revised retention period from See Comments.

Elevated Blood Lead Levels Test Results - Children (Series 0749-264)

Laboratory results submitted to the bureau of elevated blood lead levels in individual children.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 001 cldr yr

Disposition: Destroy

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

Comments: The CDC maintains the electronic copy.

Schedule Authority: Agency Schedule

KAR Number 53-2-133

Last Surveyed 13 November 2002

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

Financial Statistical and Analytic Data (Series 0307-264)

Various documents used to analyze WIC vendor activity and finances including: ledger books, computer printouts, and applications.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 20 May 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised Description, agency and retention.

Foster Care Licensing Files (Series 0745-264)

Application and supporting documentation relating to the licensing process for individuals, group boarding homes, associations, detention centers, and other organizations applying to provide residential care for a child or children.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 cldr yrs post facility closure

Disposition: Destroy

Restrictions: KSA 65-507(b)

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 26 October 2010

Record Copy: Paper

Remarks: 2015/06/12: Revised description to remove "etc," retention from "see comments," and deleted comments.

10/26/2010: Revised retention from "Retain in office while file is active plus 2 years after closure, transfer to the records center for 1 year, then destroy."

Local Agencies Payment Files (Series 0761-264)

Payments vouchers, reports, and other records documenting payments to local county health departments.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 004 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: Retention Period is to meet federal requirements.

Schedule Authority: Agency Schedule

KAR Number 53-2-135

Last Surveyed 08 January 2003

Record Copy: Unknown

Remarks: 2015/06/12: Revised Agency and Retention Period

Newborn Screening Identified Health Condition Client Files (Series 0345-264)

Documents relating to clients who are identified via newborn screening with a health condition that per federal/state law requires tracking.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Permanent

Disposition: Permanent

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

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 18 May 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised agency, title, and description to reflect current practices.

Newborn Screening Notification records (Series 0342-264)

Documents used to alert doctors to an abnormal screening of a genetic disease, including lab reports from the KDHE laboratory, letters to physicians, correspondence and lab reports from physicians, forms, notes, spreadsheets created to generate aggregate data and make mail merges, etc. Data is also entered into the Bureau for Family Health web-based database system, which is maintained separately.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cldr yrs post final contact

Disposition: Destroy

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

Comments: Final contact with either the parent or physician.

Schedule Authority: Agency Schedule

KAR Number 53-2-171

Last Surveyed 12 January 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 2015/06/12: Revised Description to remove "paper and electronic," retention from

See Comments.

01/12/2012: Revised agency hierarchy, description, and retention comments. Spreadsheets and other electronic records are currently generated for convenience. webBFH and its parent webIZ (the web-based database system) need to be scheduled separately; this is where information about infants lost to follow-up will be maintained.

Quarterly Blood Lead Level Reports - Children (Series 0747-264)

Report compiled to monitor elevated blood levels on individual children to ensure proper medical treatment.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 001 cldr yr

Disposition: Destroy

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

Comments: The CDC maintains the electronic copy.

Schedule Authority: Agency Schedule

KAR Number 53-2-133

Last Surveyed 13 November 2002

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

Quarterly Progress Reports - Children (Series 0759-264)

Quarterly computer reports generated by the bureau and submitted to the Centers for Disease Control by the bureau and used to monitor progress.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Until Superseded by new program

Disposition: Destroy

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

Schedule Authority: Agency Schedule

KAR Number 53-2-133

Last Surveyed 13 November 2003

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

Women, Infants, and Children Program Files (Series 0071-264)

Administrative reference materials regarding the federal WIC (food issues) program: publications, reports, correspondence, and various financial documents.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Until Superseded

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 11 May 2015

Record Copy: Paper

Remarks: 05/13/2015 jhammersch: Revised title and retention from see comments.

Bureau of Health Promotion

Community Health Nurse Consultant Files (Series 0371-264)

Documents concerning the activities of Community Health Nurse Consultant including: personnel records, activity records, files, memos, and letters.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 003 cldr yrs post employment termination

Disposition: Destroy

Restrictions: KSA 45-221(a)(4)

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 24 July 1989

Record Copy: Unknown

Remarks: 2015/06/12: Per Agency Conversation revised retention and disposition.

Continuing Education for Nurses (Series 0372-264)

Documents relating to the continuing education for nurses approved by the Kansas State Board of Nursing including: continuing education, nurse rosters, approved programs, vitae and fee deposits.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 11 July 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised Agency.

County Dental Reports (Series 0373-264)

Documents of dental reports from the counties.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact State Archives for appraisal - if not accepted then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 02 August 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised title to reflect content, retention period and disposition. Further agency conversation may reveal obsolescence.

Health Promotion Administrator Files (Series 0298-264)

Documents used in the day to day work of the position including: work in progress, narrative descriptions, correspondence, and related records.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact State Archives for appraisal, if not accepted then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 09 May 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

KAN-BE-HEALTHY (EPSOT) Health Assessment (Series 0378-264)

Documents relating to the Health Assessment course and certification procedure as well as recertification including: files, records, memos and letters.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: See Comments

Restrictions: None

Comments: Contact State Archives for appraisal, if not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 24 July 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised Retention from see comments.

Migrant and Refugee Program Files (Series 0387-264)

Variety of documents related to migrant and refugee programs including: general correspondence, grant applications, BCRR reports, booklets, annual reports, historical data.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 16 May 1989

Record Copy: Unknown

Remarks: 06/12/2015:Per Agency staff revised Description and Agency

Public Health Nursing County Files (Series 0380-264)

Variety of documents relating to public health nursing including: reports, grant applications, contracts for monitoring programs in county health departments.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Contact State Archives for appraisal - if not accepted then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 10 July 1989

Record Copy: Unknown

Remarks: 2015/06/12: Per Agency staff revised retention period from See Comments.

Public Health Nursing Program Files (Series 0381-264)

Documents relating to public health nursing program including: Nursing Association Newsletters, mailing lists, workshop information (Health Assessment skills for nurses), information related to other states.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 20 July 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

Refugee Health Assessment Program Files (Series 0382-264)

Documents relating to the Refugee and Health Assessment Program including: names of refugees and medical information for federal grant.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs

Disposition: See Comments

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

Comments: Contact the archives for appraisal, if not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 11 July 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

Seat Belt Files (Series 0295-264)

Documents relating to the institution and administration of the Seat Belt Program.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded by new program

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-084

Last Surveyed 09 May 1989

Record Copy: Unknown

Remarks: 2015/06/12: Revised retention from see comments

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

1. **Agency:** Kansas Dept. of Health & Environment – Division of Health and 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 – July 2015
5. **a) Total records – No. of Series:** 4
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 4
d) Obsolete 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 staff and records officer, Michael Smith.
9. **Appraisal Narrative:**

Based upon appraisal it was determined that some records did not have long term archival value and that definitive retention periods could be defined. Additionally the descriptions were clarified to accurately reflect the records.

Retention/Disposition Schedule Entries

REVISED ENTRIES

264-004

Department of Health and Environment Division of Health and Environmental Laboratories

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.

KDHE Laboratory Radioactive Materials License Records (Series 0704-264)

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

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retention period covers term of license plus 3 years following expiration.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 18 December 1987

Record Copy: Paper

Remarks: 05/15/2015 jhammersch: Corrected spelling error

06/06/2015 jhammersch: Shifted from 264-002 to 264-004

Laboratory Equipment Operation and Maintenance Records (Series 0702-264)

Documents related to acquisition, use, and maintenance of laboratory equipment: manuals, warranties, correspondence, notes, and related documents.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cldr yrs post supersedence

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 05 May 2015

Record Copy: Paper

Remarks: Per agency staff revised bureau to apply across the board to all of Environmental Division. Revised Retention period to clarify previous comment.

06/06/2015: Based upon previous SRB feedback clarified description.

Laboratory Quality Assurance/Control Certification Records (Series 0703-264)

Records of the certification of laboratory personnel to perform various laboratory activities and operations.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 cldr yrs post employment termination

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 09 December 1988

Record Copy: Paper

Remarks: 2015/06/12: Revised Agency Section from 264-002, Retention period to reflect time indicated in comments, deleted comments.

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

1. **Agency:** Kansas Dept. of Health & Environment – Division of Health Care Finance

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

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

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

5. **a) Total records – No. of Series:** 18

b) New series – No. of Series: 3

c) Revised existing series – No. of Series: 15

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:**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:**

Based upon appraisal it was determined that some records did not have long term archival value and that definitive retention periods could be defined. Additionally the descriptions were clarified to accurately reflect the records. New series were created to match business processes and accurately reflect records created within the division.

Retention/Disposition Schedule Entries

NEW ENTRIES

264-111

Department of Health and Environment Division of Health Care Finance

Closed Accident Only (Series Unknown)

Records documenting investigations, medical payments, and disability payments for accidents reported by a state employee which are no longer monitored.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 005 cldr yrs post closure

Disposition: See Comments

Restrictions: KSA 45-221(a)(4)

Comments: If a settlement was awarded retain permanently. If no settlement was awarded then destroy.

Schedule Authority: Agency Schedule

Last Surveyed 15 June 2015

Record Copy: Paper

Remarks: 07/02/2015: Created as requested by agency staff. This is to replace 1/3 of 1012-173, which is being split into 3 series to allow clarification of content and handling.

Closed Loss of Time Files (Series Unknown)

Records documenting investigations and payments for accidents resulting in Loss of Time only by a state employee which is no longer being monitored.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 005 cldr yrs post closure

Disposition: See Comments

Restrictions: KSA 45-221(a)(4)

Comments: If a settlement was awarded retain permanently. If no settlement was awarded then destroy.

Schedule Authority: Agency Schedule

Last Surveyed 15 June 2015

Record Copy: Paper

Remarks: 07/02/2015: Created as requested by agency staff. This is to replace 1/3 of 1012-173, which is being split into 3 series to allow clarification of content and handling.

Program Integrity Files (Series Unknown)

Documents relating to Medicaid providers that are monitored to ensure compliance and accountability with program requirements.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 005 cldr yrs

Disposition: Destroy

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

Comments: Includes Provider agreements

Schedule Authority: Agency Schedule

Last Surveyed 15 June 2015

Record Copy: Paper

Remarks: 07/07/2015: Per agency created new schedule to reflect current practices and processes.

Retention/Disposition Schedule Entries

REVISED ENTRIES

264-111

Department of Health and Environment Division of Health Care Finance

Accident Only Files - Closed (Series 0999-173)

Records documenting accidents reported by state employees that do not result in a self-insurance fund claim.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs from date of accident

Disposition: Destroy

Restrictions: KSA 45-221(a)(4)

Schedule Authority: Agency Schedule

KAR Number 53-2-129

Last Surveyed 17 December 2001

Record Copy: Paper

Remarks: 2015/06/18: Revised agency from 173-004 and retention from See Comments/No longer useful

Aid to Counties Program Audit Reports (Series 0002-264)

Reports of audits performed on local health agencies related to the Aid to Counties Program.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 26 April 2015

Record Copy: Paper

Remarks: 05/04/2015 jhammersch: Per agency staff revised division, retention period and disposition.

Aid to Counties Program Records (Series 0003-264)

Documents regarding various public health programs administered by local health departments, funded by federal grants, and monitored by KDHE: correspondence, reports, contracts, budgets, grants, and other related documents.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs

Disposition: See Comments

Restrictions: None

Comments: Contact State Archives for appraisal - if not accepted then destroy.

Includes sub-series: Maternity-Infant Care, Maternal & Child Health, General Health Service,

Miscellaneous Adult-Child Care, Dental, Migrant, Hyper-Tension Screening, & Family Planning.

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 10 May 2015

Record Copy: Paper

Remarks: Per agency staff revised division.

Contracted Attorney's Files (Series 1000-173)

Records documenting claims made by state employees who are represented by an attorney.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs post closure

Disposition: See Comments

Restrictions: KSA 45-221(a)(25)

Comments: If a settlement was awarded retain permanently. If no settlement was awarded then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-129

Last Surveyed 17 December 2001

Record Copy: Paper

Remarks: 2015/06/18: Transferred from 173-004 (Dept of Admin) and revised retention from See Comments and disposition from Destroy.

Cost Report Data (Series 0350-629)

Statistical and financial data accumulated by the staff and used to prepare the annual Cost Reports.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 001 cldr yr

Disposition: Destroy

Restrictions: KSA 65-5602 & 45-221(a)(3) & 39-709(b)

Schedule Authority: Agency Schedule

KAR Number 53-2-099

Last Surveyed 29 April 1992

Record Copy: Paper

Remarks: 05/15/2013 mwiget: Program transferred from SRS to KDADS in FY2013.

07/07/2015: Per Agency staff revised agency from KDADS to KHDHE and description/title to reflect current practices.

Health Care Cost Study Records (Series 0032-264)

Wide variety of documents used to create periodic publication "Health Care Cost Flow Study": correspondence, reports, notes, statistics, and related documents.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 20 January 1988

Record Copy: Paper

Remarks: Per agency staff changed division to Health Care Finance.

2015/06/15: Revised description to match current preference re: "ETC"

Health Care Finance Administration Files - Medicaid (Series 0155-039)

Correspondence, contracts, financial expenditures, estimated expenditures, and other documents relating to the financial management of the Medicaid program.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: .

Schedule Authority: Agency Schedule

KAR Number 53-2-129

Last Surveyed 28 November 2001

Record Copy: Paper

Remarks: 2015/07/07: Revised Title, Agency and removed comments specifying storage locations.

Licensing Treatment Provider Files (Series 0764-629)

Site visit reports, licenses, complaints, Medicaid applications/approvals, waivers, and license applications for treatment providers.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 010 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-166

Last Surveyed 20 January 2011

Record Copy: Paper

Remarks: 1/20/2011: New series.

05/21/2013 mwiget:

05/21/2013 mwiget: Program transferred from SRS to KDADS in FY2013.

07/07/2015: Revised agency from KDADS to KDHE

Medicaid Financial Eligibility Files (Series 0709-629)

Documents relating to financial assessments on individuals to determine program eligibility.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 cldr yrs post ineligibility.

Disposition: Destroy

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

Schedule Authority: Agency Schedule

KAR Number 53-2-115

Last Surveyed 01 April 1998

Record Copy: Paper

Remarks: 06/03/2013 mwiget: Program transferred from SRS to KDHE in FY2012.

2015/06/15: Revised Agency and retention schedule from see comments.

07/07/2015: Per agency revised title, description, and retention.

Medical Claims (Series 0422-629)

Claims filed by patient for payment of services by Medicaid.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-087

Last Surveyed 07 December 1990

Record Copy: Paper

Remarks: 05/16/2013 mwiget: Program transferred from SRS to KDADS in FY2013.

07/07/2015: Per agency staff revised from KDADS to KDHE, clarified retention period and removed duplicative comments

Periodic Review - Medicaid Survey Reports (Series 0399-629)

Reports of Medicaid surveys, including deficiencies, contingencies, and plans for correction.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Until Superseded

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-087

Last Surveyed 01 March 1990

Record Copy: Paper

Remarks: 05/16/2013 mwiget: Program transferred from SRS to KDADS in FY2013.

07/07/2015: Revised Agency from KDADS to KDHE, revised retention from until no longer useful.

Provider Rate Tables (Series 0145-039)

Documents detailing the provider rates for providers and facilities which participate in the Medicare and Medicaid reimbursement program.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 001 fisc yr

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-116

Last Surveyed 19 May 1998

Record Copy: Paper

Remarks: 07/07/2015: Per agency staff revised description and Agency to reflect accurate practices.

Remittance Advice Reports (Series 0501-629)

Reports listing patients and their reimbursement status via MEDICAID for care given.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 03 March 1988

Record Copy: Paper

Remarks: 05/13/2013 mwiget: Program transferred from SRS to KDADS in FY2013.
07/07/2015: Per agency staff revised from KDADS to KDHE

Utilization Review Forms (Series 0687-629)

Forms completed demonstrating the medical necessity for an individual patient's hospitalization and reviewed for Medicare/Medicaid reimbursement to the hospital.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 fisc yrs post review closure.

Disposition: Destroy

Restrictions: KSA 45-221(a)(3) & KSA 65-5602

Schedule Authority: Agency Schedule

KAR Number 53-2-125

Record Copy: Paper

Remarks: 05/20/2013 mwiget: Program transferred from SRS to KDADS in FY2013.
07/07/2015: Per agency staff revised agency from KDADS to KDHE. Clarified retention to include event.

Utilization Review Reports (Series 0355-629)

Monthly report generated using the Utilization Review Forms and private review organizations and reviewed for Medicare/Medicaid funding purposes.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 fisc yrs

Disposition: Destroy

Restrictions: KSA 45-221(a)(3) & KSA 65-5602

Schedule Authority: Agency Schedule

KAR Number 53-2-125

Record Copy: Paper

Remarks: 05/15/2013 mwiget: Program transferred from SRS to KDADS in FY2013.
07/07/2015: Per Agency staff revised from KDADS to KDHE.

Housekeeping Changes Since 21 May 2015 10 July 2015

Housekeeping Edit

046-001
Department of Agriculture
Office of the Secretary
Legal Section

Library Contents Inventory (Series 0294-046)
Description: Inventory listing the reference materials located in the Legal Department library.
Change: Revised sub-agency name to be in line with other schedule entries.-- mwiget, 19 June 2015

264-002
Department of Health and Environment
Environment Division
Bureau of Radiation

Staff Health and Safety Files (Series 0275-264)
Description: Documents relating to the occupational safety and health of Radiation Program staff.

Training Files (Series 0276-264)
Description: Documents relating to the radiation program training activities and staff training.

Bureau of Water

Wastewater Effluent Monitoring Reports for Municipal, Commercial, Federal & Municipal Wastewater Treatment Facilities (Series 0719-264)
Description: Reports prepared by the owner of the wastewater treatment facility monitoring the discharge levels and required parameters.
Change: Revised subagency 3-- jhammersch, 12 June 2015

33I-001

Insurance Department
Administrative Division

Firefighter's Relief Financial Statements and Forms (Series 0057-331)

Description: Financial statement summarizing each firefighters relief association for past year, certifications of pop. and prop. valuations by associations, and the declarations of participation filed annually.

Change: Revised sub-agency information.-- mwiget, 23 June 2015

33I-011

Insurance Department
Health and Life Division

Prepaid Dental Plan Files (Series 0048-331)

Description: Applications and supporting documentation relating to companies wishing to conduct business in the state of Kansas.

Change: Updated sub-agency information.-- mwiget, 23 June 2015

Third Party Administrators Files (Series 0049-331)

Description: Applications for registration, certificates of registration and correspondence relating to annual renewal of certificate to act as third party administrator.

Change: Updated sub-agency information.-- mwiget, 23 June 2015

33I-012

Insurance Department
Licensing and Market Regulation

Market Conduct Examination Reports (Series 0040-331)

Description: Reports prepared by Kansas Insurance Department employees outlining findings made during examinations of Kansas insurance companies' compliance with statutes and regulations.

Change: Updated sub-agency information.-- mwiget, 23 June 2015

Market Conduct Examination Work Papers (Series 0041-331)

Description: Documents used by Kansas Insurance Department employees in the preparation of formal Market Conduct Examination Reports.

Change: Updated sub-agency information.-- mwiget, 23 June 2015

Obsolete

039-008

Department for Aging and Disability Services State Hospitals and Institutions

Turn Around Documents (Series 0288-629)

Description: Copies of form DFA-386-A recording in detail services provided for individual patients and reimbursement claimed thereof under Title XIX Medicaid program - also forms 389-A and -B.

Change: Per Agency Staff these are no longer kept.-- jhammersch, 07 July 2015

149-001

Kansas State Board of Cosmetology

Beauty Shop License Stubs (Series 0003-149)

Description: Receipts kept for auditing purpose to prove to whom the license was issued and for what purpose and includes name, address, and license number.

Change: Agency staff confirm this series is obsolete.-- mwiget, 01 July 2015

Closed Shops Card File (Series 0013-149)

Description: Cards listing beauty shops no longer in business maintained for convenience of reference.

Change: Agency staff indicate this series is no longer created.-- mwiget, 01 July 2015

Exam Schedules (Series 0007-149)

Description: Lists of students scheduled to take cosmetology examinations.

Change: Agency staff indicate this series is no longer created.-- mwiget, 01 July 2015

Inspection Reports (Series 0008-149)

Description: Reports of inspections made by the Board of Cosmetology of beauty shops made yearly or the sale or transfer of license and includes name, address, general inspection, remarks.

Change: Agency staff indicate this series is no longer created.-- mwiget, 01 July 2015

License Cards - Deceased (Series 0001-159)

Description: Cards containing summary data on individuals issued a cosmetology license who are now deceased that are maintained for convenience of reference.
Change: Agency staff indicate this series is no longer created.-- mwiget, 01 July 2015

Monthly Posting Summary (Series 0010-149)

Description: Lists used to keep track of who paid for new, renewal or delinquent licenses.

Change: Agency staff indicate this series is no longer created.-- mwiget, 01 July 2015

Name Changes Register (Series 0012-149)

Description: Log listing name changes for licensed cosmetologists maintained for convenience of reference.

Change: Agency staff indicate this series is no longer created.-- mwiget, 01 July 2015

Test Scores (Series 0011-149)

Description: Statistical printout of applicants tested for license.

Change: Agency staff indicate these records are no longer kept by them.-- mwiget, 01 July 2015

173-004

Department of Administration

Personnel Services

State Self Insurance Fund

Closed Cards (Series 0749-173)

Description: Cards 3 x 5 documents all accidents reported by state employees. One card per person/ per accident.

Change: Per Agency Staff these are no longer kept.-- jhammersch, 02 July 2015

264-002

Department of Health and Environment

Environment Division

Bureau of Air and Radiation

Asbestos Control Section

County Asbestos Records (Series 0451-264)

Description: Documents related to the filing of project notifications records by private businesses which are not required to be licensed and are used for administrative/legal review purposes.

Operating Construction and Compliance Section

Monthly Violation Reports (Series 0429-264)

Description: Monthly summaries of air quality enforcement activities.

Change: Per agency staff this is obsolete.-- jhammersch, 09 June 2015

Radiation Section

Transportation Survey 1986 (Series 0414-264)

Description: Transportation survey of radioactive materials moved in and through the state of Kansas and used to evaluate the radiation risk of transportation.

Change: Per agency staff, this is no longer performed.-- jhammersch, 12 June 2015

Bureau of Water Geology Section

Completion Records (Series 0453-264)

Description: Cards listing the underlying geology of Kansas and used for reference purposes.

Change: Per agency staff these are no longer created-- jhammersch, 12 June 2015

Salt Water Intrusion Monitoring Project Records (Series 0714-264)

Description: Documents related to a study on the intrusion of salt and other chemicals into water wells near Hutchinson: data reports, evaluations, notes, etc.

Change: Per agency staff these are no longer created as it was for a specific location and is not performed elsewhere.-- jhammersch, 12 June 2015

Technical Services Section

Cross Connection Ordinances Files (Series 0512-264)

Description: Copies of ordinances relating to cross connections submitted by municipal and rural water districts for bureau approval to protect drinking water from contamination through faulty cross connections.

Change: Per agency this is not performed as a separate function now.-- jhammersch, 12 June 2015

Watershed Management Section

Subject Files (Series 0547-264)

Description: Copies of variety of documents related to the administrative responsibilities of the section.

Change: As these are no longer kept or of long term value.-- jhammersch, 12 June 2015

264-003

Department of Health and Environment

Health Division

Bureau of Child Care & Health Facilities

Child Abuse Reference Files (Series 0280-264)

Description: Documents used for reference purposes relating to child abuse.

Change: These are no longer created/used.-- jhammersch, 12 June 2015

Child Care Regulatory Program - Resource Materials (Series 0281-264)

Description: Documents used as reference including: education materials and other resource materials relative to child care regulations.

Change: These are no longer created/used.-- jhammersch, 12 June 2015

Bureau of Consumer Health

Lead Poisoning Prevention

Galena Blood Lead Study

Cherokee County, Kansas, Exposure 2000 Study (Series 0781-264)

Description: Documents including demographics and risk assessments.

Change: This is no longer performed-- jhammersch, 15 June 2015

Bureau of Health Promotion

Consumer & Local Health

Governor's Council on Fitness Files (Series 0376-264)

Description: Documents relating to the Governor's Council on Fitness program including: correspondence, reports, forms, photos, etc.

Change: These are no longer created/used.-- jhammersch, 12 June 2015

Subject Files (Series 0388-264)

Description: Variety of documents relating to the Family Planning Program and Migrant Health.

Change: These are no longer created/used.-- jhammersch, 12 June 2015

Subject Files (Series 0383-264)

Description: Variety of documents related to the department including: meetings, subject files, inventory, budget and legislative information.

Change: These are no longer created/used.-- jhammersch, 12 June 2015

Subject Files - Nurse Administrator (Series 0384-264)

Description: Working files detailing the activities of the previous nurse administrator.

Change: These are no longer created/used.-- jhammersch, 12 June 2015

Sunflower State Games (Series 0385-264)

Description: Documents used to maintain the function of the state games program including: letters, memos, forms, contracts, copies, etc.

Change: These are no longer created/used.-- jhammersch, 12 June 2015

Working Files (Series 0386-264)

Description: Variety of documents used in the daily work of the office including: personnel records, purchase requisitions, travel vouchers, job information, correspondence, purchase requests, etc.

Change: These are no longer created/used.-- jhammersch, 12 June 2015

Children, Youth & Families Bureau

Reference Files (Series 0293-264)

Description: Wide variety of reference materials related to MCH.

Change: These are no longer created/used.-- jhammersch, 12 June 2015

Children's Developmental Services

Subject Files - Administrative Files (Series 0356-264)

Description: Wide variety of documents relating to the administration including: correspondence, memos, notes, and publications, etc.

Change: These are no longer created/used.-- jhammersch, 12 June 2015

Special Health Services

Special Health Services Case Number Assignment Books (Series 0353-264)

Description: Documents used to kept track of case numbers assigned to applicants for the different programs including: SHS case number, case managers, child's name &

birthdate, program entry identification.

Change: Per agency staff these are no longer created-- jhammersch, 12 June 2015

Superseded series

149-001

Kansas State Board of Cosmetology

Bad Check Files (Series 0002-149)

Description: Documents relating to bad checks received by the Board of Cosmetology for cosmetology licenses and includes returned checks and correspondence.

Change: Superseded by 0002-000, Accounts Receivable records, on the general schedule.-- mwiget, 01 July 2015

Correspondence - Routine (Series 0005-149)

Description: Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures: requests for information, letters of transmittal, etc.

Change: Superseded by 0028-000 on general schedule.-- mwiget, 01 July 2015

Employee Personnel Files (Series 0006-149)

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

Change: Superseded by 0036-000 on general schedule.-- mwiget, 01 July 2015

Minutes (Series 0009-149)

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

Change: Superseded by 0075-000 on general schedule.-- mwiget, 01 July 2015

264-001

Department of Health and Environment Administration

County Affidavit Inventory Records (Series 0020-264)

Description: Records of capital equipment purchases by county health service organizations using KDHE administered grant funds - includes form "Equipment

Items Purchased by Counties" for each such purchase.

Change: Supersede to 0239-000 as these are administered by KS-- jhammersch, 12 June 2015

264-002

Department of Health and Environment

Environment Division

Bureau of Air and Radiation

Operating Construction and Compliance Section

State Administration Files (Series 0434-264)

Description: Records related to the formulation and implementation of various air quality regulations: correspondence, reports, copies of regulations, publications, minutes, proceedings, maps, etc.

Change: Supersede to 0004-000 - Agency Director's Files-- jhammersch, 15 June 2015

Permitting Section

Revision of Regulations Files (Series 0411-264)

Description: Draft documents of hearing notes and public notices used to revise regulations.

Change: Supersede to 0004-000 - Agency Director's Files-- jhammersch, 15 June 2015

Right to Know Section

Original Publications File (Series 0397-264)

Description: Master copies of handouts and publications produced by the office.

Change: Can be superseded to 0091-000- Publications-- jhammersch, 12 June 2015

Bureau of Water

Local Environmental Protection Grant Program Files (Series 0546-264)

Description: Documents relating to a grant program that provides assistance to local health departments to encourage the establishment of local environmental protection programs.

Change: Supersede to 0239-000 as these are administered by Kansas.-- jhammersch, 12 June 2015

Industrial Section

Boiler, Air-Stripper and Cooling Water Additive Data Files (Series 0659-264)

Description: General product information and catalogues received from additive manufacturers which is maintained for convenience of reference.

Change: Supersede to 0113-000 as these are reference of a technical nature for Bureau of Water-- jhammersch, 12 June 2015

Municipal Programs Section

Environmental Protection Agency (EPA) Construction Grant Files (Series 0562-264)

Description: Plans, specifications, correspondence, and other documents relating to the administration of EPA grants to cities for the construction of wastewater facilities.

Change: Supersede to 0238-000 as these are applied for by the state.-- jhammersch, 12 June 2015

Watershed Management Section

Correspondence - Routine (Series 0472-264)

Description: Copies of correspondence found in other series maintained in arrangement by name of employee correspondent - used for reference only.

Change: Supersede to 0028-000 GS - Routine Correspondence-- jhammersch, 12 June 2015

Environmental Protection Agency (EPA) Grant Files (Series 0548-264)

Description: Variety of documents dealing with applications for federal EPA grants and implementation of those received.

Change: Supersede to 0238-000 as these are applied for by the state.-- jhammersch, 12 June 2015

264-003

Department of Health and Environment

Health Division

Subject Files - Licensing Programs (Series 0239-264)

Description: Variety of documents relating to the development and operating of various licensing programs.

Change: Supersede to 0004-000-- jhammersch, 12 June 2015

Bureau of Health Promotion

Nursing Resource Files (Series 0379-264)

Description: Variety of documents relating to health topics used as a resource for nurses.

Change: Supersede to 0091-000 as these are published by KDHE.-- jhammersch, 12 June 2015

Children, Youth & Families Bureau

Administrative Files (Series 0308-264)

Description: Wide variety of documents related to the administration including: correspondence, reports, memos, notes, and publications.

Change: Supersede to 0004-000-- jhammersch, 12 June 2015

Federal and Other Grant Files (Series 0288-264)

Description: Applications for federal grants, notices of grant awards federal reports.

Change: Supersede to 0238-000 as these are applied for by the state.-- jhammersch, 12 June 2015

Fiscal Files (Series 0279-264)

Description: Variety of documents relating to financial matters including: back-up for computer, easy reference for phone inquiry from local H.D., Business Office, etc.

Change: Supersede to VARIOUS Fiscal GS-- jhammersch, 12 June 2015

Local Grants/Contracts Files (Series 0284-264)

Description: Documents relating to grants/contracts including: correspondence, monitoring information, etc.

Change: Supersede to 0239-000 as these are administered by KS-- jhammersch, 12 June 2015

Children's Developmental Services

Early Identification and Intervention Grant Files (Series 0336-264)

Description: Documents relating to the grants/contracts including: correspondence, monitoring information and other materials.

Change: Supersede to 0238-000 as these are applied for by the state.-- jhammersch, 12 June 2015

Special Health Services

Administrative Files (Series 0326-264)

Description: Wide variety of documents related to the administration including: correspondence, reports, memos, notes, and publications.

Change: Per agency staff these are no longer created-- jhammersch, 12 June 2015

Subject Files - Administrator (Series 0354-264)

Description: Wide variety of documents related to the administration including: correspondence, reports, memos, notes, and publications.

Change: Supersede to 0004-000-- jhammersch, 12 June 2015

652-103

Kansas State Department of Education

Life Long Learning

Special Education Admin Section

Grant Files - Funded (Series 0219-652)

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

Change: Superseded by 0238-000 and 0239-000 on the general schedule.-- mwiget, 09 June 2015

State Records Board

FY2015 summary accomplishments

Agencies reviewing (portions) of their schedule: 24 total

- Adjutant General's Department
- Dept. of Administration
- Department of Agriculture
- Office of the Attorney General
- Department of Commerce
- Dept. of Education
- State Board of Healing Arts
- Department of Health and Environment
- Kansas State Historical Society
- Insurance Department
- Department of Labor
- Board of Nursing
- Board of Pharmacy
- Pooled Money Investment Board
- Kansas Public Employees Retirement System
- Racing and Gaming Commission
- Board of Regents
- Real Estate Commission
- Department of Transportation
- Office of the State Treasurer
- Local government: Community Developmental Disability Organizations (CDDOs)
- State General Retention and Disposition Schedule

- *Securities Commission (housekeeping only)*
- *Corporation Commission (housekeeping only)*

Retention schedule entries brought to board for approval: 365

Retention schedule entries actually approved: 272*

*NOTE: some entries were tabled at one meeting and then approved at another within this same fiscal year.

Housekeeping items completed: 252 edits total

- Housekeeping edits (i.e. fixing typos, adding K.A.R. numbers, revising sub-agency information, noting record copy formats when no ERP is required, making internal notes for public records staff and board members' later knowledge, removing information regarding transfer procedures to SRC, etc.): 33
- Obsolete (records are no longer created or kept by agency): 97
- Superseded to general schedule (agency schedule entry duplicated or matched spirit and intent of at least one general schedule entry): 122

Number of meetings held by State Records Board: 7 total

Electronic Recordkeeping Plans approved (after endorsement by Electronic Records Committee): 1

- State Treasurer's Office

Other issues discussed by State Records Board:

- Information Technology Executive Council (ITEC) draft security policies and their effect on records management for the state
- Shutting down the State Records Center

Pending items:

- Tabled entry from Dept. of Administration – Financial Management, due to waiting on an Electronic Recordkeeping Plan (ERP)
- Other pending ERPs: Healing Arts, Board of Nursing, Pooled Money Investment Board
- Electronic Records Committee: social media records management policy; recommendations and guidelines for cloud storage solutions for governmental entities
- Tabled revision to Dept. of Labor schedule entry (was waiting on pending legislation)
- Tabled Insurance Department schedule entry (further discussions needed between agency and State Archives staff regarding record copy format)
- Tabled KDHE entries (ongoing revisions)
- Additional revisions to the state general retention and disposition schedule, specifically revising 0113-000, Technical Reference Files; and determining whether a Legal function needs to be added to the general schedule