

**AGENDA
STATE RECORDS BOARD**

8/12/2015

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 Dept. of Health & Environment – Health Division: revised entries
4. Kansas Dept. of Health & Environment – Division of Health & Environmental Laboratories: revised entries
5. Kansas Dept. of Health & Environment – Health Care Finance
 - a. New entries
 - b. Revised entries
6. Housekeeping changes:
 - a. Housekeeping
 - Kansas Dept. of Health & Environment
 - Kansas State Historical Society
 - Insurance Department
 - b. Obsolete
 - Kansas State Historical Society
7. Other business:
 - a. Summary accomplishments, FY2015
 - b. Rechartering the Electronic Records Committee
 - c. Future meetings:
 - 22 October 2015
 - 14 January 2016
 - 14 April 2016
 - 14 July 2016

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

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

Also present: Marcella Wiget, KSHS
Joanna Hammerschmidt, KSHS
Mark Cole, KSHS
Diane Haverkamp, Kansas Insurance Department (KID)
Valerie Burton, KID
Michael Smith, Kansas Dept. of Health and Environment (KDHE)
Aspen Junge, KDHE
Christine Seeds, KDHE

Meeting called to order at 8:40 a.m. Ms. Mendoza began the introductions.

Minutes: Ms. Mendoza noted that a second was not listed under KDHE-Legal Services and determined that the motion needed to be ratified.

Motion: Ms. Chinn moved approval again of the schedule entries as amended under KDHE-Legal Services from the May 21, 2015 meeting. Mr. Veatch seconded, unanimous approval as amended.

Motion: Mr. Sowers moved approval of meeting minutes as amended, Mr. Veatch seconded, unanimous approval of May 21, 2015 minutes.

Kansas Insurance Department: Ms. Wiget explained that the agency is continuing to update their retention schedule, and the records presented today are mostly associated with a variety of documents presented by insurance companies operating in Kansas and associated together through an index or finding aid online for the convenience of agency staff.

Discussion turned to online vote conducted by the Electronic Records Committee (ERC) concerning the Electronic Recordkeeping Plan (ERP) presented to the board. Ms. Mendoza and Mr. Yeary determined the ERP needed to be endorsed again by the ERC at a conference call or in-person meeting and that the State Records Board could not therefore approve the ERP.

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

Discussion turned to the revised entries. Ms. Wiget noted that some of the entries provided are either short-term electronic records or are maintained by a national database. Mr. Veatch requested 0047-331 include information about the national database be included in a public comment.

The board was concerned about the “retain until no longer useful” language. Ms. Haverkamp and Ms. Burton both noted that the agency refers back to company records when constituents request historical information about companies in order to determine whether policy documents they find might still be active. Ms. Chinn and Ms. Mendoza were concerned that this documentation provides significant historical information. Mr. Veatch was also concerned about the “maintained for convenience of reference” language, noting that the wording indicated the materials were not in fact

state records and therefore not subject to a state retention schedule, whereas from the discussion it sounded as if these were significant records for the department. The board wondered whether 100 or 150 years would be a long enough retention period for the agency. Joanna suggested consolidating the articles of incorporation for foreign and domestic companies into a single entry. As the board further discussed 0047-331, Policy Forms, Rates, Rules - Life, Accident, Health Related, they determined with the agency staff the entry could become obsolete with a notation that the records are now all submitted directly to a national database, so that the state agency never sees these records anymore. The two entries that were to superseded to this entry could also instead be made obsolete.

Motion: Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of Firefighter's Relief Distribution Statements as submitted.

Motion: Mr. Veatch moved tabling all entries requiring an ERP and the associated ERP, Ms. Chinn seconded, unanimous tabling.

Kansas Dept. of Health & Environment (KDHE) – Administration: Ms. Mendoza asked whether K.S.A. 45-221(a)(1) should be added to both entries, due to another statute restricting access to the records. She also suggested adding (14) and (30) from the Kansas Open Records Act (KORA).

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

KDHE – Environment Division: Ms. Hammerschmidt noted that the Environment Division includes several bureaus: Environmental Remediation, Air, Radiation, Hazardous Waste, etc.

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

Ms. Mendoza questioned holding draft reports for 20 calendar years in 0654-264, Special Projects Files and suggested removing that phrase from the entry. This would help staff who might otherwise read the entry and determine that they must retain drafts for that period, rather than immediately purging once a final document or report is created. Ms. Mendoza also suggested adding K.S.A. 45-221(a)(14)(20) to cover correspondence and whatever draft reports or memos may appear in the records.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of Special Projects Files as amended.

Discussion turned to the Bureau of Air's retention schedule entries. Mr. Veatch questioned the short retention on 0452-264, Federal Asbestos Hazard Emergency Response Act Management Plans; Ms. Hammerschmidt explained that the records are submitted annually to a federal agency, and these are copies received by the state agency.

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

Discussion turned to the Bureau of Environmental Field Services.

Motion: Mr. Yeary moved, Ms. Chinn seconded, unanimous approval of Fish Kill Reports as submitted.

Discussion turned to the Bureau of Environmental Remediation's revised entries. Ms. Junge noted that her finalized language was not included in the board packet; due to a records management policy she has drafted waiting on these schedule changes, the board made copies of the finalized copies to review during the meeting. Ms. Junge explained that the agency keeps all supporting documentation and the license for 30 years after the license has been superseded. Ms. Mendoza suggested adding K.S.A. 45-221(a)(1) to the restrictions. As the board discussed 0461-264, Federally Funded Program Files, it became apparent that these records could be destroyed rather than transferred to the archives, as the historically significant records are more likely to be found in the Environmental Site Files, 0454-

264. Federally Funded Program Files was expanded from Superfund Agreement records to cover any federally-funded grant received by the bureau. K.S.A. 45-221(a)(1) also needed to be added to this entry.

Motion: Mr. Veatch moved approval as amended, adding restrictions to 0810-264 and 0461-264 and changing the disposition on 0461-264, as well as spelling out BER in 0462-264 and noting record copy as paper for that entry. Mr. Sowers seconded, unanimous approval of revised entries as amended.

Discussion turned to the Bureau of Radiation. Mr. Veatch questioned the retention on 0624-264, and Ms. Hammerschmidt clarified that this means until the Central Interstate Compact is superseded by a different compact.

Motion: Ms. Chinn moved amending 0624-264 to include “until the compact is superseded” and approving as amended, Matt seconded, unanimous approval of entry as amended.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0391-264, after amending the description to state “Lists of members, correspondence, proceedings, and other supporting materials concerning Emergency Planning Committees in each Kansas county.”

The board questioned the use of “until superseded” under retention periods for several of the programs, finding that retaining all records related to a program until the program ends inefficient. Based on the general description listed in several of these program files, Ms. Wiget suggested a singular entry for “Program files” and/or, depending on the types of documents, following the general schedule for those recordkeeping functions. The board requested more information about what types of records are contained in these program files to help determine how long the records need to be maintained.

Motion: Ms. Chinn moved, Mr. Yeary seconded, unanimous tabling of 0268-264, 0269-264, and 0270-264.

Ms. Chinn and Mr. Veatch suggested changing the disposition to “Contact the archives for appraisal – if not accepted, then destroy” on 0392-264, Hazardous Substance Facilities Reporting Files. Ms. Wiget read from the archives catalog additional information regarding records already transferred to the State Archives, and the board agreed with that recommendation.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0392-264 as amended.

Motion: Mr. Veatch moved approval as submitted, Mr. Yeary seconded, unanimous approval as submitted for 0272-264.

Motion: Ms. Chinn moved, Mr. Veatch seconded, unanimous tabling of 0393-264. The board requested better description of the records and functions contained in this series.

Motion: Ms. Chinn moved, Mr. Sowers seconded, unanimous tabling of 0273-264 until the description could be clarified.

Motion: Mr. Veatch moved tabling, Ms. Chinn seconded, unanimous tabling of 0457-264 until the description could be clarified.

Motion: Ms. Chinn moved, Mr. Veatch seconded, unanimous decision to table 0395-264. The board requested a different title and better description clarifying that these are not the MSDS forms required by any facility to keep, but are instead the forms completed by the manufacturers and copies sent to state environmental agencies.

The board questioned whether the State Archives wants the Radioactive Materials License files, 0410-264. Ms. Junge described situations from the middle of the century involving radioactive material where these licensing files have continued to be necessary in order to research where radioactive material may be located throughout the state. Ms. Mendoza requested clearer, more consistent language in the retention to state “001 cldr yrs after license expires.”

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

The board was unclear about whether the right to know program listed in several entries throughout the bureau was a single program with separate functions, or separate programs under the Bureau of Radiation. The board wished to know more about the Right to Know program generally, and wondered whether there needed to be that many separate entries or if any entries could be consolidated. Ms. Hammerschmidt explained there is a state statute including the Right to Know in the act title, and the board requested that citation be included in the description of these entries.

Motion: Ms. Chinn moved, Mr. Veatch seconded, unanimous approval to table 0389-264.

Motion: Mr. Veatch moved approval of 0398-264, including the statutory citation in the description and K.S.A. 45-221(a)(4) in the restrictions. Ms. Chinn seconded, unanimous approval of schedule entry as amended.

Motion: Mr. Veatch moved approval, Mr. Yeary seconded, unanimous approval of 0412-264 as submitted.

Motion: Mr. Veatch moved tabling, Mr. Sowers seconded, unanimous decision to table 0277-264.

Motion: Ms. Chinn moved approval, Mr. Veatch seconded, unanimous approval of 0416-264 as submitted.

Mr. Smith requested that a State Records Board member be present next time he and Ms. Hammerschmidt meet with the Bureau of Radiation, so that bureau staff better understand what the board is requiring.

Discussion turned to the Bureau of Water. Christine Seeds explained that as she went through her bureau's schedule, she found programs have changed titles, or that retentions varied when they did not need to, so she researched federal and state law and went with the longest retention stated and made uniform decisions.

Mr. Veatch questioned why the bureau was keeping paper versions of information being retained in the EPA STORET system and the University of Kansas' water database. Ms. Seeds explained that the agency will gather more data than goes into either of these systems, so the agency needs to continue retaining these records until they can get the paper information into their database. The board requested that "Portions of data is transferred to EPA's STORET system and University of Kansas' Kansas Water Database" be used in place of current language in any schedule entry noting either or both of those systems. When Mr. Veatch questioned whether 0466-264, Chlorophyll Test Results, should come to the State Archives, Ms. Seeds explained that the Clean Water Act states these records must be retained permanently in paper. The board requested that this information be added to the comments.

Motion: Mr. Veatch moved approval of amending 0601-264 and 0689-264, Mr. Yeary seconded, unanimous approval of entries as amended.

Motion: Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of 0568-264 as submitted.

Motion: Mr. Veatch moved approval, Mr. Yeary seconded, unanimous approval of 0690- and 0005-264 as submitted.

Motion: Mr. Veatch moved to amend both entries 0634-264 and 0466-634 to include "portions of" language to the comments and adding language regarding the Clean Water Act, as well as revising the retention on 0466-264 to 005 cldr yrs. Mr. Sowers seconded, unanimous approval as amended.

Motion: Mr. Veatch moved, Mr. Yeary seconded, unanimous approval of 0468-264 as submitted.

Motion; Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0514-264 as amended so that the description and comments will include information regarding the Clean Water Act.

Motion: Mr. Veatch moved to table, Ms. Chinn seconded, unanimous decision to table 0511-264.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0566-264 as amended, noting that “until plan is superseded” should be added in the retention.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0649-264 as submitted.

Motion: Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of 0480- and 0644-264 as amended.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous decision to table 0494- and 0491-264.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0705-264 as submitted.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0706-264 as submitted.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0633-264 as amended.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0544-264 as submitted.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0709- and 0710-264 as submitted.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0507-264 as submitted.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0497-264 as amended.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0498-264 as submitted.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0545-264 and 0462-264 as amended, noting in retention period “until plan is superseded” and revising for an “Archives” disposition.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0635-264 as submitted.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0716-264 as amended, revising the disposition to state “Contact the State Archives for appraisal – if not accepted, then destroy.”

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous decision to table 0509-264.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0542-264 as submitted.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous decision to approve 0505- and 0652-264 as amended.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0712-264 as submitted.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of 0694- and 0543-264 as amended, noting in both “Contact the State Archives for appraisal – if not accepted, then destroy.”

The board adjourned at 12:07 p.m. and planned to reconvene to complete the rest of the packet at a later date in August.

**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:** 35
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 35
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: 9
6. **Archival/Permanent records – No. of Series:** 16
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 or triggering events could be added to clarify the retention. Additionally the descriptions were clarified to accurately reflect the records. Many of these had not been addressed since the 1980-1990 timeframe and required significant shift if hierarchy as well as clarification of what the records contained and the logic of their contents and retention.

Retention/Disposition Schedule Entries

REVISED ENTRIES

264-003

**Department of Health and Environment
Health Division
Bureau of Disease Control & Prevention**

AIDS Disease Registry (Series 0246-264)

Index of 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 with patient

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

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

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 of investigation

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 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/AIDS Epidemiologic Profile (Series 0737-264)

Statistical summary of case data contained in HIV and Aids Reporting System (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: Archives

Restrictions: None

Comments: NOTE: The reports contain no personally 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: KSA 45-221(a)(3)(21)
Schedule Authority: Agency Schedule
KAR Number 53-2-084
Last Surveyed 05 July 1989
Record Copy: Paper
Remarks: 2015/06/12: Revised title. Restrictions need to be defined.

Monthly Immunization Reports (Series 0258-264)
Documents relating to the number of doses of various vaccines administered in the state of Kansas. The reports contain aggregates by age and type of vaccine from providers.

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 05 July 1989
Record Copy: Paper

Quarterly Reports – Federal Grants (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
Disposition: See Comments
Restrictions: None
Comments: Contact the archives for appraisal, if not accepted, then destroy. Retention is in compliance with federal requirements and supersedes General Schedule 0238-000.
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. As established, the Ryan White AIDS/HIV program Title II provides States with a variety of mechanisms to provide HIV care and support to their residents, including grants for home- and community-based services, health insurance continuation, and care consortia to provide a wide range of medical and support services.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cldr yrs post final contact with patient or caregiver

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

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

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

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cldr yrs post final contact with subject

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

Sexually Transmitted Disease (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 with patient

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: Paper

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 with patient

Disposition: See Comments

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

Schedule Authority: Agency Schedule

Comments: Contact Archives Staff for appraisal – if not accepted, then destroy

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. The VAERS is a national vaccine safety surveillance program co-sponsored by the Centers for Disease Control and Prevention (CDC) and the Food and Drug Administration (FDA).

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 001 cldr yr post investigation 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. These are part of a larger national effort to provide quality information to guide public health actions related to vaccine preventable diseases.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cldr yrs

Disposition: Archives

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 and Public Health Informatics

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:

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

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:

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.

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. This covers all CDs that are not classified as STDs within the state of Kansas.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cldr yrs post last contact with subject or parent, if subject is under 21.

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 010 cldr years

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 process.

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: 001 cldr yr after retesting is complete

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.

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:

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

Case Management Files – Children - Elevated Blood Lead Levels (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: 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 53-2-133

Last Surveyed 13 November 2002

Record Copy: Unknown

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

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 investigative 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 facility 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 while receiving health care under a state of Kansas program. The documents include: 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

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 that are filed annually including: reports, correspondence, and miscellaneous information.

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 53-2-084

Last Surveyed 05 June 1989

Record Copy: Unknown

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

Minor Client Records (Series 0331-264)

Documents relating to medical files on children receiving health care under a state of Kansas program. The documents include: applications, professional reports, authorizations, action plans, bills, correspondence, narrative, financial and insurance information.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

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

Comments: Files are retained for 010 cldr yrs post first defining event: age 21, deceased, or closed case

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.

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: Paper

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: See Comments

Disposition: Destroy

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

Comments: 005 cldr yrs post 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)

Quarterly report compiled of monthly testing 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)(24)

Comments:

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 submitted to the Centers for Disease Control to be used to monitor progress relating to the treatment and care of children with conditions identified during annual health screening.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cldr years

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

Bureau of Health Promotion

Community Health Nurse Consultant Files (Series 0371-264)

Documents concerning the activities of individual Community Health Nurse Consultants 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)(3)(4)(24)

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.

Refugee Health Assessment 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)(24)

Comments: Contact the archives for appraisal - if not accepted, then destroy. These are maintained for longer than the current General Schedule 0238-000 suggests.

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

**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:** 3
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 3
d) Obsolete schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 0
f) Series superseded by general schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:**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.

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 Certifications (Series 0703-264)

Certifications of laboratory personnel to perform various laboratory activities and operations.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 003 cldr yrs after termination of employment

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:** 12

b) New series – No. of Series: 3

c) Revised existing series – No. of Series: 9

d) Obsolete schedule entries – No. of Series: 0

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

f) Series superseded by general schedule entries – No. of Series: 0

6. **Archival/Permanent records – No. of Series:**1

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

8. **Appraisal Based Upon:**

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

9. **Appraisal Narrative:**

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, specifically the treatment of case files which were in a singular series. However based upon conversations with the agency staff there are distinct categories of cases that are created, managed, and stored separately.

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 - 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, title, retention period and disposition.

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 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.

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 Claim Files (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: 001 cldr year after new version
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.

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.

Housekeeping Changes Since 16 July 2015

07 August 2015

Housekeeping Edit

264-III

Department of Health and Environment
Division of Health Care Finance

Licensing Treatment Provider Files (Series 0764-629)

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

288-002

Kansas State Historical Society
Library and Archives Division

Call Slips (Series 0045-288)

Description: Forms completed by research patrons and staff members to request in the retrieval of materials from the holdings.

Change: Removed language regarding SRC transfer procedures; noted format.-- mwiget, 30 July 2015

Permission to Publish Forms (Series 0386-288)

Description: Forms completed by research patrons requesting permission to publish materials from the holdings.

Change: Removed language regarding SRC transfer procedures.-- mwiget, 30 July 2015

288-004

Kansas State Historical Society
Museum Division
Director's Office

Collection Storage Access Records (Series 0215-288)

Description: Log listing staff members entering the museum collection vault maintained to control access to the storage area.

Change: Removed language regarding SRC transfer procedures.-- mwiget, 30 July 2015

33I-001

Insurance Department
Administrative Division

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

Description: Documents indicating amounts distributed to each participating firefighters relief association.

Change: Updated KAR number.-- mwiget, 18 July 2015

Obsolete

288-002

Kansas State Historical Society
Library and Archives Division

Census Index Slips (Series 0138-288)

Description: Index slips completed by staff and volunteers and maintained for ready access to the Kansas census volumes.

Change: Records are obsolete.-- mwiget, 30 July 2015

Loan Register (Series 0136-288)

Description: Log listing the types of records and materials loaned to an unknown individual and the date returned to the Historical Society.

Change: Records are obsolete.-- mwiget, 30 July 2015

Log Databases (Series 0096-288)

Description: Databases used to keep track of files which have been requested by state agencies and returned to them if found - also whether returned to the state archives.

Change: Records are no longer returned to state agencies; series is obsolete.-- mwiget, 30 July 2015

Records Center Accession Reports (Series 0124-288)

Description: Monthly, quarterly, and annual statistical reports containing data on the volume of state agency records accessioned by the records center staff.

Change: Program no longer exists.-- mwiget, 30 July 2015

Records Center Disposition Reports (Series 0126-288)

Description: Semi-annual statistical reports containing data on the nature and volume of records transferred to the state archives or destroyed by the records center staff.

Change: Program no longer exists.-- mwiget, 30 July 2015

Records Center Retrieval Reports (Series 0125-288)

Description: Monthly, quarterly, and annual statistical reports containing data on the number of record retrieval requests received by the records center staff from state agency personnel.

Change: Program no longer exists.-- mwiget, 30 July 2015

288-003

Kansas State Historical Society Education/Outreach Division

Outreach Training Files (Series 0186-288)

Description: Evaluations, research data, and training materials maintained for outreach programs which are now obsolete.

Change: Program is obsolete.-- mwiget, 30 July 2015

Territorial Sesquicentennial (Series 0428-288)

Description: Research, correspondence, plans, agreements and other documents related to the the implementation of this commemoration.

Change: Project was completed and records transferred to the archives.-- mwiget, 30 July 2015

288-004

Kansas State Historical Society Museum Division Administration Section

Construction Files (Series 0249-288)

Description: Correspondence, drawings, special reports, studies, etc. related to the construction of the new museum.

Change: New records no longer being created.-- mwiget, 30 July 2015

Conservation Lab

Inquiries Log (Series 0226-288)

Description: Register listing inquiries made by individuals or organizations concerning the various types of artifact conservation treatment and procedures.
Change: Program no longer exists.-- mwiget, 30 July 2015

Photo Log (Series 0227-288)

Description: Log listing the date and accession number of museum artifacts delivered to the lab for conservation treatment of which photographs have been taken.
Change: Program no longer exists.-- mwiget, 30 July 2015

Subject Files (Series 0231-288)

Description: Variety of documents relating to the conservators' current projects and interests.
Change: Program no longer exists.-- mwiget, 30 July 2015

Director's Office

Extra Hours Authorization Form (Series 0212-288)

Description: Reports informing security personnel of staff members scheduled to work extra hours at the museum.
Change: Records are obsolete.-- mwiget, 30 July 2015

Registration

Cataloging Project Files (Series 0271-288)

Description: Progress reports, training material, and other documents relating to a special appropriations funded project to catalog artifacts at the historic sites and the museum.
Change: Project was completed.-- mwiget, 30 July 2015

Location Key - Memorial Building (Series 0282-288)

Description: Lists and diagrams regarding the storage location of museum artifacts at the Memorial building prior to the move to the Kansas Museum of History.
Change: Records are obsolete.-- mwiget, 30 July 2015

Moving Files (Series 0284-288)

Description: Clippings, move slips, craning operations records, etc. relating to the move of the museum collection from the Memorial Building to the new Kansas Museum of History.
Change: Records are obsolete.-- mwiget, 30 July 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