

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 8, 2009**

1. **Agency:** Kansas Department of Administration- Office of Administrative Hearings

2. **Records Officer:** Sharon Wiedmaier **Phone:** 296-2433

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** September 10, 2008

5. **Total records - 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:**

Approved retention schedule and meetings with agency staff.

9. **Appraisal Narrative:**

The Office of Administrative Hearings requested a revision to their approved schedule entry. The Office has been producing digital images of their hearing files and was no longer producing microfilm. The change in business process, and the resulting revision to the schedule, required an Electronic Recordkeeping Plan, which was endorsed by the Electronic Records Committee on Sept. 10, 2008.

Retention/Disposition Schedule Entries

173-001

**Department of Administration
Office of the Secretary
Administrative Hearings**

Administrative Hearing Case Files (Series 1024-173)

Hearing requests, correspondence, exhibits, notes, copies of decisions and orders and other documents relating to administrative hearings. Hearings cover appeals of any state agency's action, including but not limited to food stamps, license revocation, etc. OAH staff attorneys oversee the hearings, and final decision may be appealed to District Court.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: See below

Comments: Scan paper documents, and retain paper copy at Records Center for six years from date of appeal, then destroy. Retain digital copy permanently in system according to Electronic Recordkeeping Plan.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Restricting statutes/regulations: KSA 39-709b, 39-758, 39-1404, 39-1430, 39-1507, 38-1506, 38-1508, 38-1607, 38-1608, 38-1609, 59-2111, 72-4311, 34 CFR sec. 361.49.

Revised description & retention; required Electronic Recordkeeping Plan.

Retention/Disposition Schedule Entries

082-001

Office of the Attorney General Administration Division

Correspondence - Fiscal/Budgetary (Series Unknown)

Incoming and outgoing letters and memoranda to Accounts & Reports, Division of Budget, and Legislative Research.

Entry Status: Ready for SRB

Retention Period: 5 fiscal years

Disposition: Destroy

Record Copy: Paper

Remarks: New entry.

Schedules - Attorney General's Weekly Activities (Series 0031-082)

Weekly schedules of the Attorney General's activities and miscellaneous supporting documents.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until end of office tenure, then destroy.

Record Copy: Paper

Remarks: Revised entry. Changed disposition from Archives.

Vendor Maintenance Documents (Series Unknown)

W-9 forms, TM-21 forms and all other supporting documentation for adding/changing/correcting vendor information into the state financial system.

Entry Status: Ready for SRB

Retention Period: 2 fiscal years

Disposition: Destroy

Record Copy: Paper

Remarks: New entry.

Retention/Disposition Schedule Entries

082-XXX

Office of the Attorney General

Multiple subunits/subunit not defined

Special Commissions (Series Unknown)

Applications, correspondence, and other miscellaneous documents concerning the special licensing and/or appointment of railroad police, special investigators, law enforcement officials, Assistant Attorneys General, and Special Assistant Attorneys General through the Kansas Attorney General's Office.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 22-4707, 45-221(a)(1)(3)(6)(14)(20)(30), 75-3520

Comments: Retain until individual in question is no longer employed in the capacity to warrant the use of the special commissions, plus 5 years, then transfer to Archives. Supersedes Railroad Police Licensing Records (0030-082).

Record Copy: Paper

Remarks: New entry.

Retention/Disposition Schedule Entries

082-001

**Office of the Attorney General
Administration Division**

Obsolete Items:

CASK Daily Financial Reports: Obsolete Series (Series 0002-082)
CASK Monthly Financial Reports: Obsolete Series (Series 0003-082)
CASK Yearly Financial Reports: Obsolete Series (Series 0004-082)
Campaign Records - Financial (Series 0001-082)
Consumer Weekly Column Records (Series 0005-082)
Correspondence - Campaign Records (Series 0006-082)
Correspondence Log - Daily (Series 0007-082)
Inventory Records - Expendable Property (Series 0014-082)
KIPPS Reports - Obsolete Series (Series 0016-082)
Mailing Lists (Series 0019-082)
Opinions - Requests for Copies (Series 0025-082)
Payroll Adjustment Records (Series 0026-082)
Payroll Register (Series 0027-082)
Task Force Files (Series 0036-082)
Vouchers - Purchase (Series 0041-082)
Clipping Files (Series 0020-082)

Retention/Disposition Schedule Entries

082-001

Office of the Attorney General Administration Division

Employment Eligibility Verification Form (Series 0011-082)

Immigration and Naturalization Service (INS) form I-9 completed by the employee verifying eligibility to work in the United States.

Entry Status: Superseded series

Retention Period: See Comments

Disposition: Destroy

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

Comments: Retain for length of employee tenure plus 3 years, then destroy. *Superseded by "Personnel Files" (0008-082).

Record Copy: Unknown

Grant Application Records (Series 0156-082)

Copies of applications to federal and state agencies for funding for Crime Victims Compensation Board and to supplement law enforcement, abuse/neglect, sex offender, crime victims reparations, and other core agency programs.

Entry Status: Superseded series

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful, then transfer to archives. *Superseded by "Grant Files - Unfunded" (0050-000) on the State General Schedule.

Record Copy: Paper

Remarks: Revised entry. Changed unit/sub-unit designation (from Crime Victim Compensation Board).

Grant Files - Agency/Funded (Series 0045-082)

Variety of documents relating to applications for federal, state, and private grants for crime victims compensation board and to supplement law enforcement, abuse/neglect, sex offender, and other core agency programs. Includes all supporting documentation for implementation, including expenditures, required reporting, requested draw of funds and detailed budgets.

Entry Status: Superseded series

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain 5 years after the end of the grant period, transfer original applications and annual and final performance reports to the archives for purging, destroy remaining documents. *Superseded by "Grant Files - Funded" (0049-000) on the State General Schedule.

Record Copy: Paper

Remarks: Revised entry. Modified title (agency designation). Expanded description to include mention of Crime Victim Compensation Board.

Imprest Fund (Series 0012-082)

Documents related to the administration and accounting of the imprest fund which allows an agency to use a local bank account as authorized by statute: DA form 152 -Checkbook Record-- Imprest Fund. Includes written requests/authorizations for immediate payment, copies of disbursements, 1099 JVs, copies of supporting documentation and records on monthly reconciliations of fund.

Entry Status: Superseded series

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: *Superseded by "Imprest Fund," on the state General Schedule (0053-000).

Record Copy: Paper

Remarks: Revised entry. Expanded description. Proposed additions/revisions to the General Schedule entry are CAPITALIZED.

Intern File (Series 0013-082)

Correspondence, resumes, and other documents related to interns and their tenure in the office.

Entry Status: Superseded series

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: *Superseded by "Personnel Files" (0008-082).

Record Copy: Unknown

Inventory Records - Non-Expendable Property (Series 0015-082)

Records related to capital equipment inventory management: DA forms 80 through 83, DA-87, DA-110, monthly inventory reports, computer reports from the Department of Administration, internal documents, correspondence, copies of original purchase documents, etc.

Entry Status: Superseded series

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until inventory is sold or disposed of plus 3 fiscal years, then destroy.

*Superseded by General Schedule entry 0061-000, "Inventory Records - Non-Expendable Property."

Record Copy: Paper

Remarks: Revised entry. Expanded description. Proposed additions/revisions to GS entry are CAPITALIZED.

Job Applications / Resumes (Series 0010-082)

DA forms 203, applications, resumes, and supplementary materials, including background checks, submitted by unsuccessful applicants for employment.

Entry Status: Superseded series

Retention Period: 003 cldr yrs

Disposition: Destroy

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

Comments: Superseded by General Schedule entry 0043-000, "Employment Applications."

Record Copy: Paper

Remarks: Revised entry. Modified title and expanded description. Proposed additions/revisions to GS entry are CAPITALIZED.

Legislative Relations Files (Series 0017-082)

Copies of bills and statutes, drafts of legislation, notes, correspondence, testimony, and other miscellaneous documents related to various legislative actions.

Entry Status: Superseded series

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful then transfer to archives for purging. *Superseded by "Legislative Materials," under Multiple Subunits (0062-082).

Record Copy: Unknown

Legislative Relations Files - Administrative Assistant (Series 0018-082)

Copies of bills, drafts of legislation, copies of statutes, notes, correspondence, and other miscellaneous documents and maintained for convenience of reference.

Entry Status: Superseded series

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain in office until no longer useful, transfer to the records center for 3 years, then destroy. *Superseded by "Legislative Materials," under Multiple Subunits (0062-082).

Record Copy: Unknown

Opinion Indices (Series 0022-082)

Card indices of Opinion Files series, cross-indexed by attorney, statute, requesting party, opinion number, and request number. Initiated upon any request for an official opinion.

Entry Status: Superseded series

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful, transfer to archives in conjunction with Opinion Files series. *Superseded by "Opinion Files" (0021-082).

Record Copy: Unknown

Opinion Request Correspondence (Series 0023-082)

Correspondence, incoming and outgoing, concerning opinion requests for which no opinion or only an unofficial one was issued.

Entry Status: Superseded series

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Comments: *Superseded by "Opinion Files" (0021-082).

Record Copy: Unknown

Opinion Request Log (Series 0024-082)

Record of opinion requests.

Entry Status: Superseded series
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: *Superseded by "Opinion Files" (0021-082).
Record Copy: Unknown

Railroad Police Licensing Records (Series 0030-082)

Applications, correspondence, and other miscellaneous documents concerning the licensing of railroad police.

Entry Status: Superseded series
Retention Period: See Comments
Disposition: Archives
Restrictions: None
Comments: Retain until individual in question is no longer a railroad policeman plus 5 additional years, then transfer to archives. *Superseded by "Special Commissions," listed under Multiple Subunits.
Record Copy: Unknown

Subject Files - Attorney General - Alphabetical (Series 0033-082)

Office reference files of the incumbent Attorney General regarding full range of Attorney General's activities and interests: correspondence, reports, publications, memoranda, and other materials.

Entry Status: Superseded series
Retention Period: See Comments
Disposition: Archives
Restrictions: KSA 45-221(a)(25)
Comments: Retain until end of office tenure, then materials not related to official activities may be removed--transfer remainder to archives. *Superseded by "Subject Files" (0134-082), listed under Multiple subunits.
Record Copy: Unknown

Subject Files - Attorney General - Geographical (Series 0034-082)

Office files of the incumbent Attorney General. Correspondence and other miscellaneous documents related to specific geographic locations: Kansas counties, states, and foreign nations.

Entry Status: Superseded series
Retention Period: See Comments
Disposition: Archives
Restrictions: KSA 45-221(a)(25)
Comments: Retain until end of office tenure, then materials not related to official activities may be removed--transfer remainder to archives. *Superseded by "Subject Files" (0134-082), listed under Multiple subunits.
Record Copy: Unknown

Subject Files - General - Alphabetical (Series 0035-082)

Subject files regarding full range of agency activities and concerns: correspondence, reports, budget documents, contracts, issue papers, and other miscellaneous materials.

Entry Status: Superseded series
Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful, then transfer to archives for purging. There are two sub-series of these records: one maintained by Chief of Staff and one by the Attorney General's personal assistant. *Superseded by "Subject Files" (0134-082), listed under Multiple subunits.

Record Copy: Unknown

Vouchers - Accounts Payable (Series 0039-082)

Copies of documents used to order and pay for goods and services: DA forms 100 thru 109 and DA-120. Includes Travel and all supporting documentation for expenditures.

Entry Status: Superseded series

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: Schedule does not apply to the Division of Accounts and Reports. *Superseded by "Vouchers - Accounts Payable," on the state General Schedule (0125-000).

Record Copy: Paper

Remarks: Revised entry. Modified title. Expanded description. Supersedes "Vouchers - Purchase" (0103-082), formerly listed under Victim Services. The AG's Office would also like this entry - if the deviation from the GS is approved - to supersede Vouchers - Travel (0040-082), which itself is a GS entry.

Vouchers - Travel (Series 0040-082)

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

Entry Status: Superseded series

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: Schedule does not apply to the Division of Accounts and Reports. *Superseded by "Vouchers - Accounts Payable," on the state General Schedule (0125-000).

Record Copy: Unknown

Communications

Public Relations Materials - Miscellaneous (Series 0029-082)

Various routine communications with the news media and other entities regarding the Attorney General's public appearances.

Entry Status: Superseded series

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy. *Superseded by "Correspondence - Routine" (0044-082), listed under Multiple subunits/subunits not defined.

Record Copy: Unknown

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 8, 2009**

1. **Agency:** Kansas Department of Health & Environment - Health Occupations Credentialing

2. **Records Officer:** David Clark **Phone:** 296-5645

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** December 30, 2008

5. **Total records - No. of Series:** 1

6. **Archival/Permanent records - No. of Series:** 0

7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0

8. **Appraisal Based Upon:**

Approved retention schedule and meetings with agency staff.

9. **Appraisal Narrative:**

A staff member from the Health Occupations Credentialing Unit contacted Historical Society staff requesting an addition to their retention schedule. The new series covers forms that result in an already approved series, 0800-264, "Criminal History Background Abstracts," and thereby does not require long-term retention.

Retention/Disposition Schedule Entries

264-003

Department of Health and Environment

Health Division

Health Facility Regulation Bureau

Health Occupations Credentialing

Criminal Record Check Request Forms (Series Unknown)

Completed forms submitted to the KBI for a criminal background check on applicants for employment at health facilities. Reports from background checks are part of series 0800-264, "Criminal History Background Abstracts".

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: New series.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 8, 2009**

1. **Agency:** General Retention Schedule for State Agencies

2. **Records Officer:** N/A

3. **Appraising Archivist:** Kris Graves, Scott Leonard

4. **Date of Appraisal:** December 31, 2008

5. **Total records - No. of Series:** 4

6. **Archival/Permanent records - No. of Series:** 0

7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0

8. **Appraisal Based Upon:**

Approved retention schedule and meetings with agency staff.

9. **Appraisal Narrative:**

An inquiry from the Attorney General's office initiated this schedule development. Acting upon the initial question, Historical Society staff reevaluated the descriptions (and, in one case, title) of these 4 already-approved items on the General Schedule—and agreed that the Attorney General's proposed revisions strengthened the original entries.

Retention/Disposition Schedule Entries

000-002

State General Retention and Disposition Schedule Fiscal

Imprest Fund (Series 0053-000)

Documents related to the administration and accounting of the imprest fund which allows an agency to use a local bank account as authorized by statute: DA form 152- "Checkbook Record-Imprest Fund." Includes written requests/authorizations for immediate payment, copies of disbursements, 1099 JVs, copies of supporting documentation and records on monthly reconciliations of fund.

Entry Status: Ready for SRB

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: Revised description; added second sentence ("Includes written requests...")

Vouchers - Accounts Payable (Series 0125-000)

Copies of documents used to order and pay for goods and services: DA forms 100 thru 109, and DA-120. May include travel and all supporting documentation for expenditures.

Entry Status: Ready for SRB

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: Portions may be restricted

Comments: Schedule does not apply to Division of Accounts and Reports.

Record Copy: Unknown

Remarks: Revised title from "Purchase"; revised description to include travel-related vouchers.

000-004

State General Retention and Disposition Schedule Facilities Management

Inventory Records - Non-Expendable Property (Series 0061-000)

Records related to capital equipment inventory management: DA forms 80 thru 83, DA-87, DA-110, monthly inventory reports, computer reports from Department of Administration, internal documents, correspondence, copies of original purchase records, etc.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until superseded by new inventory plus 3 fiscal years, then destroy.

Record Copy: Unknown

Remarks: Revised description to add mention of monthly inventory reports and copies of original purchase records.

000-005

**State General Retention and Disposition Schedule
Personnel**

Employment Applications - Not Hired (Series 0043-000)

DA forms 203, applications, resumes, and supplementary materials, including background checks, submitted by unsuccessful applicants for employment.

Entry Status: Ready for SRB

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: Portions may be restricted under KSA 45-221(a)(4)

Record Copy: Unknown

Remarks: Revised description to make specific mention of applications and resumes.