

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
April 9, 2009**

1. **Agency:** Kansas Department of Labor – Division of Workers Compensation

2. **Records Officer:** Heather Wilke **Phone:** 296-5063

3. **Appraising Archivists:** Scott Leonard, Matt Veatch, Pat Michaelis

4. **Date of Appraisal:** April 3, 2009

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

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

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 Division of Workers Compensation requests revisions to their approved retention & disposition schedule. The agency requests to modify the retention periods on all four series, with one series being scanned and kept electronically for the entire retention. This series, 0197-296, "Election Files," was revised in May of 2007 to reflect the format change, and is covered by an Electronic Recordkeeping Plan that was endorsed by the Electronic Records Committee on April 18, 2007.

Retention/Disposition Schedule Entries

296-041

Department of Labor

Division of Workers' Compensation

Elections Files (Series 0197-296)

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

Entry Status: Ready for SRB

Retention Period: 025 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 44-550b

Comments: Scan, then destroy hard copy. Retain electronic reports 25 calendar years, then destroy.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Shorten retention from 50 calendar years.

Medical Dispute Files (Series 0206-296)

Documents relating to investigations of complaints filed by health care providers who claim inadequate reimbursement from a self-insured employer or insurance carrier for medical services provided.

Entry Status: Ready for SRB

Retention Period: See Comments.

Disposition: Destroy

Restrictions: KSA 44-510(a)(11) & KSA 45-221(a)(3)

Comments: Retain 2 years after the file is closed, then destroy.

Record Copy: Paper

Remarks: Change in retention from "2 calendar years..." to "2 years after file is closed...". Disposition changed from Archives to Destroy.

Self-Insured Files (Series 0213-296)

Correspondence, reports, financial records, and other documents used to approve and manage a self-insured employer's account.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: Portions per KSA 44-550b

Comments: Retain in office until file is closed, transfer to the records center for 10 calendar years, then transfer to the archives for purging.

Record Copy: Paper

Remarks: Shorten retention period from 30 calendar years (4/2009).

Utilization and Peer Review Files (Series 0215-296)

Documents relating to utilization and peer review of entities providing health care services pursuant to the Workers' Compensation Act to assess the appropriateness of treatment and fees

charged.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 44-510(a)(11)

Comments: Retain in office 3 calendar years, then transfer to the archives.

Record Copy: Paper

Remarks: Shorten retention from 5 years (3 in office, 2 at Records Center).

Retention/Disposition Schedule Entries

173-002

**Department of Administration
Division of Accounts and Reports
Payroll**

Bond Purchase Report by Agency (Series 0376-173)

Monthly report of U.S. Saving Bonds purchased through payroll deductions.

Entry Status: Ready for SRB

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Prior to 1993 this information was in paper format. From 1993 to July 2000 there is only one set of microfiche. Since August 2000, this information is maintained by the U.S. Treasury Department.

Record Copy: Unknown

Remarks: Agency requests a shortened retention period, from 50 to 10 years.

Dept. of Administration -- Division of Accounts & Reports
Obsolete Series
State Records Board April 9, 2009

173-002

Department of Administration
Division of Accounts and Reports
Accounting Control & Services Sect.
Central Services Team

KPERS School Employees Retirement Contributions (Series 0045-173)

Quarterly worksheets and reports documenting each school district's contribution to KPERS.

Entry Status: Obsolete

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: Function taken over by Dept. of Education.

Central Accounting Services Section
Appropriations/Master Lease Purchase Program Team

Travel Reimbursement Payments to Legislators (Series 0047-173)

Reports and supporting documentation relating to the reimbursement of travel expenses to legislators.

Entry Status: Obsolete

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: Portions per 5 USC sec. 552a

Record Copy: Unknown

Master Lease Team

Legislative Travel Reimbursement Payments (Series 0144-173)

Documents regarding the travel, subsistence, and leadership pay received by legislators and maintained for income tax purposes.

Entry Status: Obsolete

Retention Period: 010 fisc yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: Same as 0047-173.

Systems and Procedures Section

Accounts and Other Receivables File/Form DA-32 File (Series 0474-173)

Monthly summary of accounts receivable transactions and balances for each agency that has

receivables.

Entry Status: Obsolete

Retention Period: 012 fisc yrs

Disposition: See Comments

Restrictions: None

Comments: This is an obsolete records series.

Record Copy: Unknown

Group Health Insurance (GHI) System Improvement Study Files (Series 0493-173)

Correspondence, contracts, and other working papers regarding the study of the GHI system.

Entry Status: Obsolete

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain for 5 years after completion of project.

Record Copy: Unknown

Dept. of Administration -- Division of Accounts & Reports
Superseded Series
State Records Board April 9, 2009

173-002

Department of Administration
Division of Accounts and Reports
Accounting Control & Services Sect.
Fiscal Services Unit

Fiscal Records - Department of Administration (Series 0097-173)

Bookkeeping records and correspondence document the internal operations of the Department of Administration, and transactions between that department and other agencies and entities.

Entry Status: Superseded series

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: Superseded by General Schedule series 0034-000, "Delegated Audit Authority Vouchers".

**KANSAS STATE RECORDS BOARD
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April 9, 2009**

1. **Agency:** Kansas State Historical Society – State Archives & Library Division

2. **Records Officer:** Scott Leonard **Phone:** 272-8681 ext. 288

3. **Appraising Archivists:** Scott Leonard, Matt Veatch, Pat Michaelis

4. **Date of Appraisal:** April 3, 2009

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:**

The State Archives & Library Division wishes to add a schedule entry to the Division's current Retention & Disposition Schedule. The new series covers records that are compiled and entered into a database, which has permanent value to the agency.

Retention/Disposition Schedule Entries

288-002

Kansas State Historical Society Library and Archives Division

Patron Sign-In Sheets (Series Unknown)

Daily log of patrons who have registered to use materials in the reference room; maintained for monitoring and statistical purposes.

Entry Status: Ready for SRB

Retention Period: 002 fiscal years

Disposition: Destroy

Restrictions: KSA 45-221(a)(23)

Comments: Retain two fiscal years in office, then destroy.

Record Copy: Paper

Remarks: New entry. Patron sign-ins are entered into the Patron database, where the information is kept according to that series. Patron registration is good for one fiscal year, hence the "fiscal year" retention period.

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

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

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** January 8, 2009

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:**

This series entry is brought before the State Records Board to add a restriction that was amended to a similar series approved at the January 2009 SRB meeting.

Retention/Disposition Schedule Entries

000-005

State General Retention and Disposition Schedule Personnel

Employee Personnel Files (Series 0036-000)

Documents associated with the employment of specific personnel: employee evaluation forms, applications of employment, background checks, and other personnel materials.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: Portions may be restricted under KSA 45-221(a)(4)(6)

Comments: Retain in office for length of employee's tenure plus 3 calendar years (5 calendar years for contract employees). Purge documents to create abstracted work history (appointment data and change of status information), a summary log of background checks and pertinent data, and transfer to the records center for 62 calendar years, then destroy.

Record Copy: Unknown

Remarks: Adding KSA 45-221(a)(6) to Restrictions field (4/2009).