

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 29, 2010**

1. **Agency:** Kansas Department of Administration, Division of the Budget

2. **Records Officer:** Elaine Frisbie **Phone:** 296-2436

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** January 25, 2010

5. **Total records - No. of Series:** 3

6. **Archival/Permanent records - No. of Series:** 3

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 the Budget wishes to revise the retention on these series. One series, 0752-173, was tabled from the October 2009 State Records Board meeting for clarification; the remaining two were added in the meantime by the Agency. The Agency is asking for a shorter retention in the office before transfer to the State Archives.

The Agency also requested a clean up of their retention schedule, resulting in eight obsolete series. These series are listed at the end of this document.

Retention/Disposition Schedule Entries

173-005

Department of Administration

Division of the Budget

Agency Budgets - Analysts' Copy (Series 0752-173)

State agency budget documents used by budget analysts to analyze agencies' budgets. Two copies exits of these documents: one "clean" unmarked copy submitted by the agency, and one "marked-up" copy used by the analysts' for their work.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain in office 5 fiscal years, then transfer both copies ("clean" and "marked-up") to the State Archives for purging.

Record Copy: Paper

Remarks: 10/1/09 -- Revised retention, formerly 8 years, based on input from agency staff.
1/25/10 -- Revised description to include "clean" copies and to distinguish the marked up analysts' copies with notes.

Agency Files (Series 0753-173)

Records documenting interaction between the Division of the Budget and other state agencies.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain for 4 calendar years in office files, 2 years in office storage, then transfer to State Archives for purging.

Record Copy: Paper

Remarks: 1/25/10 -- Revised retention to remove retention in off-site storage, shortening total retention from 8 years to 6 years; also added option for State Archives to do purging

Budget Cycle Records (Series 0754-173)

Records documenting the on-going development of each fiscal year's budget.

Entry Status: Ready for SRB

Retention Period: 004 Fiscal Years

Disposition: Archives

Restrictions: None

Comments: Retain for 4 fiscal years in office files, then transfer to State Archives.

Record Copy: Paper

Remarks: 1/25/10 -- Revised retention to shorten time in office, and to designate that these records have enduring value in the State Archives.

Retention/Disposition Schedule Entries --OBSOLETE SERIES

173-005

Department of Administration Division of the Budget

Budget Materials and EEO Affirmative Action Plan (Series 0755-173)

This is a variety of material that does not fit into any of the other record series identified in the Budget division.

Entry Status: Obsolete

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Record Copy: Paper

Remarks: 1/25/10 -- Obsolete series; no longer created or retained by the agency.

Budgets (Legislative Copy and Governor Copy) (Series 0756-173)

Copies of the budgets held for the legislature and the Governor from Sept. 15 thru Jan. ? (until the Governors message is given.)

Entry Status: Obsolete

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain current year then in January send the legislative copy to Legislative Research and the Governors copy to the Division of Accounts and Reports.

Record Copy: Paper

Remarks: 1/25/10 -- Obsolete series, no longer created/retained by the agency.

Division of the Budgets Computer System File (Series 0757-173)

Records documenting the background and automation of the Division of Budget's present computer system. (Sperry system-MAPPER).

Entry Status: Obsolete

Retention Period: 002 cldr yrs

Disposition: See Comments

Restrictions: None

Comments: After the retention period, dispose of records with the exception of material identified by a budget analyst as having some future value.

Record Copy: Paper

Remarks: 1/25/10 -- Obsolete series, no longer created/retained by agency.

Grant Filing Control - Federal and Other Non-State Funds Reports (Series 0759-173)

Copies of agency prepared federal or other non-state funds grant applications submitted to the Budget division as required by Kansas statute.

Entry Status: Obsolete

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: None

Comments: KSA 75-3050 (1967); amended 1982 75-3051 requires Budget division to receive a copy. Copies also go to Legislative Research.

Record Copy: Paper

Remarks: 1/25/10 -- Obsolete, records no longer created/retained by agency.

Legislative Relations Files (Series 0760-173)

Records used by the Division of the Budget to track Senate and House legislation.

Entry Status: Obsolete

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain for the current legislative session and 1 calendar year in office, 2 years in office storage and 1 year in Off-site storage then transfer to archives.

Record Copy: Paper

Remarks: 1/25/10 -- Obsolete, records no longer created/retained by agency. This record series is different than General Schedule Series 0069-000, "Legislative Relations Files."

Population Studies - Outdated File (Series 0762-173)

Various copies of studies, analyses of population, and other miscellaneous material dealing with population compiled by Planning and Research for state agencies.

Entry Status: Obsolete

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Record Copy: Paper

Remarks: 1/25/10 -- Obsolete series, no longer created/retained by agency.

State Investment Practices Material - Epps (Series 0764-173)

Records contain notes, study reports, draft legislation, and minutes regarding the Governor's Commission on State Investment Practices.

Entry Status: Obsolete

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful, then transfer to the archives.

Record Copy: Paper

Remarks: 1/25/10 -- Obsolete series, no longer created/retained by agency.

Subcommittee Reports (Series 0765-173)

Copies of reports generated by Legislative Research regarding the business of the legislature, including legislative intent regarding the funding of each agency.

Entry Status: Obsolete

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: These are also copies in Legislative Research. Retain for the current legislative session and 3 calendar years then transfer to archives.

Record Copy: Paper

Remarks: 1/25/10 -- Obsolete series, no longer created/retained by agency.

**KANSAS STATE RECORDS BOARD
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January 29, 2010**

1. **Agency:** Kansas Department of Administration – Division of Accounts and Reports

2. **Records Officer:** Doug Craig **Phone:** 296-2474

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** December 18, 2009

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

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 Division of Accounts and Reports requests a revision to its agency retention and disposition schedule. The agency proposes a shorter retention period for the five series.

Retention/Disposition Schedule Entries

173-002

**Department of Administration
Division of Accounts and Reports
Accounting Control & Services Sect.
Financial Integrity Team**

Daily Account Balances (DAD-007) (Series 0061-173)

Daily printout of account balances which are listed by agency. Records are sent to each agency for financial control purposes.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: This series is also maintained on microfiche. Retain printouts for current month plus prior month and then destroy. Exception: printout for the last day of June should be retained for current FY plus 3 fiscal years and then destroy. Retain microfiche 10 fiscal years, then destroy.

Record Copy: Microfilm

Remarks: 12/18/09: Revised to include retention for microfiche, and include retention for June end of year.

Monthly Posting Summary (DAM001) (Series 0075-173)

Monthly printout recording receipts and expenditures posted for each agency for each month. It indicates the day of the month the transaction was processed.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain the printouts for the current month plus 2 prior months (except for the June printout which should be retained for current FY plus 3 additional fiscal years) and then destroy. Retain microfiche 10 fiscal years, then destroy.

Record Copy: Microfilm

Remarks: 12/18/09: Shorten retention for microfiche from 25 years to 10.

**Central Accounting Services
Financial Integrity Team**

Cash Control Status Report (Series 0164-173)

Report DAFR-8120 providing agencies with the cash balance funding level available.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain hard copy for 1 fiscal year, then transfer to microfiche. Confirm integrity of

microfiche and destroy paper original. Retain microfiche for 10 fiscal years, then destroy.

Record Copy: Microfilm

Remarks: 12/18/09: Shortened retention for microfiche from 25 years to 10.

Trial Balance by Transaction Code Report (Series 0179-173)

Report DAFR-8180 maintained as a general ledger control to provide the monthly balance by transaction code and used to balance the financial statement.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain hard copy for 3 fiscal years, then transfer to microfiche. Confirm integrity of microfiche and destroy paper original. Retain microfiche for 10 fiscal years, then destroy.

Record Copy: Microfilm

Remarks: 12/18/09: Shorten retention for microfiche from 25 years to 10.

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. Retain microfiche 10 calendar years, then destroy.

Record Copy: Microfilm

Remarks: 12/18/09: Revised retention to include microfiche.

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

**KANSAS STATE RECORDS BOARD
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1. **Agency:** Kansas Department of Administration, Facilities Management Division (formerly "Architectural Services Division")

2. **Records Officer:** Gary Hibbs **Phone:**

3. **Appraising Archivists:** Matt Gorzalski, Matt Veatch, Bob Knecht, Scott Leonard

4. **Date of Appraisal:** January 5, 2010

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 State Archives staff.

9. **Appraisal Narrative:**

This series is part of our reappraisal project. The series is obsolete, but the approved disposition is "Archives." Upon review, the staff requests to destroy these records. There are currently 28 cubic feet in the State Archives.

Retention/Disposition Schedule Entries

173-003

**Department of Administration
Architectural Services Division**

Motor Homes and Recreational Vehicles Program Files (Series 0508-173)

Correspondence, returned seals, application materials, and other documents relating to the division's efforts to monitor motor home and recreational vehicle standards.

Entry Status: Obsolete

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Obsolete series.

Record Copy: Paper

Remarks: 1/9/10: Records determined to no longer have archival value; reappraised as part of NHPRC MPLP Grant Project.

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1. **Agency:** Kansas Attorney General's Office
2. **Records Officer:** Christi Somers **Phone:** 296.2218
3. **Appraising Archivist:** Scott Leonard
4. **Date of Appraisal:** January 11, 2010
5. **Total records - No. of Series:** 18
6. **Archival/Permanent records - No. of Series:** 14
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 Attorney General's Office wishes to revise its previously approved retention and disposition schedule. The revisions are requested to cover a digitization project. The records are covered by an Electronic Recordkeeping Plan that was endorsed by the Electronic Records Committee on December 16, 2009.

The series with Permanent Retention are:

- 0042-082
- 0175-082
- 0176-082
- 0178-082
- 0141-082
- 0144-082
- 0188-082
- 0189-082
- 0059-082
- 0191-082
- 0021-082
- 0197-082
- 0198-082
- 0172-082

Retention/Disposition Schedule Entries

082-004

Office of the Attorney General Victim Services Division Abuse, Neglect, and Exploitation Unit

Case Files (Series 0199-082)

Documents relating to investigations into abuse, neglect, and exploitation of children or vulnerable adults.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 75-723

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained until case is closed plus 17 calendar years, then destroy.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/11/10: Revised to cover change in record copy; revised retention from "Retain in office until case closed plus 2 years, transfer to the records center for 15 calendar years, then destroy."

State Child Death Review Board

Case Files (Series 0042-082)

Documents relating to investigations into the death of every Kansas child to understand the causes of death and devise prevention recommendations.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: KSA 22a-243

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Statute requires permanent retention. 1/11/10: Revised to cover digital image; revised retention from "Retain in office 2 years, transfer to the records center for 20 years, then transfer to the archives."

082-005

Office of the Attorney General Criminal Division

Case Files - Cases on Appeal (Series 0175-082)

Pleadings/filings, research, case notes, interviews, correspondence, evidence and documents

related to cases that have been appealed to state or federal courts.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: K.S.A. 22-4707, 38-2326,45-221(a)(1)(2)(3)(5)(10)(14)(20)(25)(29)(30)(47)

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: New entry. 1/11/10: Revised entry to cover change in format; revised retention from "Retain until all appeals are exhausted. Then transfer to records center for 10 years. Then transfer to Archives."

Case Files - Homicide (Series 0176-082)

Pleadings/filings, research, case notes, interviews, correspondence, evidence, contracts, billings, complaint forms, and other supporting documentation relating to the prosecution of criminal homicide cases. (Evidence obtained from others may be disposed in accordance with protective order, if any.)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: KSA 22-4707, 38-2326, 45-221(a)(1)(2)(3)(5)(10)(14)(20)(25)(29)(30)(47)

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: New entry. 1/11/10: Revised entry to cover change in format; revised retention from "Retain in office until case is closed (include appeal, probation, and/or incarceration/parole time if applicable). Then transfer to records center for 60 years. Then transfer to archives."

Case Files - Outstanding Warrants (Series 0177-082)

Pleadings/filings, research, case notes, interviews, correspondence, evidence and documents related to cases wherein warrants are still outstanding.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 22-4707, 38-2326,45-221(a)(1)(2)(3)(5)(10)(14)(20)(25)(29)(30)(47)

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained for 55 years, then destroyed.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/11/10: Revised to cover change in record copy; revised retention from "Retain for 5 years, then transfer to records center for 50 years. Then destroy."

Case Files - Sex Offense (Series 0178-082)

Pleadings/filings, research, case notes, interviews, correspondence, evidence, contracts, billings, complaint forms, and other supporting documentation relating to the prosecution of criminal sex offense cases. (Evidence obtained from others may be disposed in accordance with protective order, if any.)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: KSA 22-4707, 38-2326, 45-221(a)(1)(2)(3)(5)(10)(14)(20)(25)(29)(30)(47)

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/11/10: Revised entry to cover change in record copy; revised retention from "Retain in office until case is closed (include appeal, probation, and/or incarceration/parole time if applicable). Then transfer to records center for 60 years. Then transfer to Archives."

Case Files- No Charge Reports (Series 0179-082)

Pleadings/filings, research, case notes, interviews, correspondence, evidence, and documents related to cases where no charges were filed.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 22-4707, 38-2326, 45-221(a)(1)(2)(3)(5)(10)(14)(20)(25)(29)(30)(47)

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained for six (6) years, then destroyed.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/11/10: Revised entry to cover change in record copy; revised retention from "Retain for 1 year, then transfer to records center for 5 years, then destroy."

082-007

**Office of the Attorney General
Consumer Protection Division**

Complaint Files (Series 0139-082)

Consumer complaint forms, initial correspondence, photos, notes, reports and other supporting documentation relating to complaints and actions taken by the division, including dispositions not resulting in litigation or enforcement efforts. (Otherwise see Case Files or Enforcement Action Files.)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: Portions per KSA 45-221(a)(2)(3)(5)(10)(11)(25)(30)

Comments: At the close of an investigation, the AG may destroy or return to original source those records which were obtained by confidentiality agreement; original photos not covered by confidentiality agreement may be returned to source provided photocopies are retained in the file. Retain remaining paper documents until scanned into system and until quality assurance is performed, then destroy. Digital images in system are retained 5 calendar years, then destroyed.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Shortened retention (from 5 on-site, 5 at records center). Changed disposition. Supersedes Charitable Organization Information Files (0138-082). 1/25/10: Revised to cover change in format; covered by Electronic Recordkeeping Plan.

Enforcement Action Files (Series 0141-082)

Legal documents, correspondence, reports, and other supporting documentation relating to consumer protection, anti-trust, and charitable organization cases in which collection of judgment or consent agreements were enacted.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: Portions per KSA 45-221(a)(2)(3)(5)(10)(11)(25)(30)

Comments: At close of collection effort, the AG may destroy or return to source those records which were obtained as the result of a confidentiality agreement. Remaining paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Shortened on-site retention (from 5 years). 1/25/10: Revised to cover change in format to digital, subject to Electronic Recordkeeping Plan; revised disposition from "Archives" to "Permanent."

Multi-State Actions (Series 0144-082)

Legal documents, pleadings/filings, research, correspondence, publications, reports, notes, contracts, billings, etc., relating to cooperation among states regarding consumer protection, anti-trust, and charitable organization issues.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: Portions per KSA 45-221(a)(1)(2)(3)(5)(10)(11)(25)(30)

Comments: At the end of litigation/action, the AG may destroy or return information obtained from a confidentiality agreement. Retain remaining paper documents until scanned into system and until quality assurance is performed, then destroy. Retain digital images in system permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified on-site/record center breakdown regarding retention. 1/25/10: Revised to include change in format, subject to Electronic Recordkeeping Plan; revised disposition from "Archives" to "Permanent."

082-010

Office of the Attorney General

Legal Opinions & General Counsel (LOGIC) Division

Formal Opinions (Series 0188-082)

Copies of legal opinions, issued pursuant to KSA 75-704 and 75-704a, on all questions of law

submitted to the Attorney General by the Legislature, the Governor, Secretary of State, State Treasurer, State Board of Education, and the Commissioner of Insurance. Formal opinions are signed by the Attorney General and also include requests submitted by other designated governmental officials relating to matters of statewide significance.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Comments: Retain paper documents until scanned into system and quality assurance is performed, then destroyed. Digital images in system are retained permanently. Formal opinions issued pursuant to KSA 75-704a are accessible on Washburn University School of Law website; KSA 75-704a also requires that a copy be filed in the State Library, the Supreme Court Law Library, and the law libraries of the University of Kansas School of Law and Washburn University Law School.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/25/10: Revised to cover change in format, subject to Electronic Recordkeeping Plan; revised disposition from "Archives" to "Permanent."

Informal Opinions (Series 0189-082)

Informal opinions are opinions requested by governmental officials (other than the Governor, members of the State Legislature, the Board of Education, the Secretary of State, State Treasurer, and Insurance Commissioner) that do NOT address matters of statewide significance. Unlike Formal Opinions, Informal opinions contain a "regarding" indicator on the first page and may be signed by the attorney general, an assistant attorney general, or a deputy attorney general.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/25/10: Revised to include change in format, subject to Electronic Recordkeeping Plan; revised retention from "Archives" to "Permanent."

Inter-Local Cooperation Agreements (Series 0059-082)

Documents related to the review of formal agreements between municipal and/or regional agencies pursuant to KSA 12-2904. Includes interlocal agreement and correspondence, including emails and faxes.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: KSA 45-221(a)(14)(20)

Comments: This records series is duplicated in the Office of the Secretary of State; see "Interlocal Agreements" (0130-622). Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/25/10: Revised to cover change in format; covered by Electronic Recordkeeping Plan.

Kansas Open Meetings (KOMA) and Kansas Open Records (KORA)-related Files (Series 0191-082)

Correspondence, including emails and faxes, settlement agreements, research and supporting records related to agency's investigations and enforcement of these Acts.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: KSA 45-221(a)(11)(14)(20)(30)

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/25/10: Revised to cover change in format; retention changed from 5 years in office, then to Archives; subject to Electronic Recordkeeping Plan.

Opinion Files (Series 0021-082)

Records related to the research, drafting, and issuance of formal and informal opinions by the division. Formal opinions are signed by the Attorney General and issued pursuant to KSA 75-704a. Informal opinions are signed by an assistant or deputy attorney general and contain a "re" indicator on the first page of of the opinion. Includes correspondence, emails, faxes, research, and any other relevant materials. Also includes opinion request log and index cards identifying attorney, statute, requestor, opinion number, and request number.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: KSA 45-221(a)(14)(20)

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Expanded description and retention, changed unit affiliation, and added restrictions. Supersedes Opinion Indices (0022-082), Opinion Request Correspondence (0023-082), Opinion Request Log (0024-082), and Opinion Research Files (0066-082).

1/25/10: Revised to cover change in format, subject to Electronic Recordkeeping Plan; retention changed from 10 calendar years, then to Archives.

State Property Files (Series 0197-082)

Records related to approval of Easements on state property, pursuant to KSA 75-2131 and 74-3264; Deeds statutorily required to be approved by the Attorney General; special Assessments, pursuant to KSA 12-3506; and any other records regarding statutorily-required review of contracts, leases, conveyances, deeds, and similar legal documents (e.g. KSA 75-3743).

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: KSA 45-221(a)(14)(20)

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/25/10: Revised to cover change in format, subject to Electronic Recordkeeping Plan; revised retention from "5 years, then transfer to Archives."

Tribal Gaming Compacts (Series 0198-082)

Records relative to the negotiation or renegotiation of tribal gaming compacts. See KSA 46-2302.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: KSA 45-221(a)(1)(20)(25)(42)

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/25/10: Revised to cover change in format, subject to Electronic Recordkeeping Plan; revised disposition from "Archives" to "Permanent."

082-XXX

Office of the Attorney General

Multiple subunits/subunit not defined

Case Files (Series 0172-082)

Pleadings/filings, research, case notes, interviews, correspondence, evidence, contracts, billings, complaint forms, appeal files, and other supporting documentation relating to criminal, consumer, antitrust, medicaid fraud, and civil cases. Includes cases handled by outside counsel, charitable trust, and amicus curiae cases; does NOT include any case files specifically outlined in other divisions--including, but not limited to, Abuse, Neglect and Exploitation cases, Cases on Appeal, Outstanding Warrants cases, No-Charge Reports, Homicide cases, and Sex Offense cases. (Evidence obtained from others may be disposed in accordance with protective order, if any.)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: KSA 22-4707, 38-2326, 45-221(a)(1)(2)(3)(5)(10)(11)(14)(20)(25)(25)(29)(30)(47)

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified applicable subunits, description, and comments. Added restrictions. Supersedes Case Files - Litigation (0127), Litigation Records (0063-082), Case Records - General Criminal (0107-082), Case Files - Antitrust (0137-082), Amicus Curiae

Records (0123-082), Case Files - Amicus Curiae (0126-082), and Investigation Files (0173-082). 1/11/10: Revised to cover reformatting to digital imaging; revised retention from "Retain in office until case is closed (include appeal, probation, and/or incarceration/parole time if applicable). Then transfer to Records center for 5 years. Then transfer to Archives for purging, unless requested by a law enforcement agency or federal agency."

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
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January 29, 2010**

1. **Agency:** General Retention Schedule for Local Health Departments

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

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** January 9, 2010

5. **Total records - No. of Series:** 2

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.

9. **Appraisal Narrative:**

The staff from the Sedgwick County Records Management program requested the addition of these two series to cover records related to the Federal Health Portability and Accountability Act of 1996.

Retention/Disposition Schedule Entries

000-111

Local Government Records

Health Department

HIPAA Complaint Records (Series Unknown)

Consists of "Protected Health Information Handling Complaint Form" (or similar content) submitted to employee(s) serving as HIPAA Privacy Officer(s), associated correspondence and other associated records documenting complaints, investigations of complaints and responses to complaints.

Entry Status: Ready for SRB

Retention Period: 6 calendar years

Disposition: Destroy

Restrictions: Maintain confidentially, consistent with HIPAA Privacy Rule, Kansas statutes and any other applicable regulations.

Comments: Maintained by HIPAA Privacy Officer(s).

Record Copy: Unknown

Remarks: 1/9/10: New entry.

HIPAA Compliance Records (Series Unknown)

Records created to comply with requirements of the Federal Health Portability and Accountability Act of 1996 (HIPAA) or created to document compliance with the Privacy Rule of the Act, which regulates treatment of Protected Health Information (PHI). Some or all of the documents in this records series may be filed within Client Charts (and considered part of that records series), may be filed separately, or may be maintained in duplicates to copies filed as part of Client Charts. Examples of documents in this series may include, but are not limited to, "Acknowledgment of Notice of Privacy Practices," "Documentation of Good Faith Efforts," "Client Request to Access Protected Health Information," "Client Approval to Access Protected Health Information."

Entry Status: Ready for SRB

Retention Period: 6 calendar years

Disposition: Destroy

Restrictions: Maintain confidentially, consistent with HIPAA Privacy Rule, Kansas statutes and any other applicable regulations.

Comments: When Client Chart files are maintained, all HIPAA compliance records may be filed in charts of individual clients. In some cases, charts may not be created or duplicate documents may be maintained by employee(s) serving as HIPAA Privacy Officer(s) for compliance purposes.

Record Copy: Unknown

Remarks: 1/9/10: New entry.