

**AGENDA
STATE RECORDS BOARD**

10/20/2016

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. Board of Veterinary Examiners
 - a. Special Request of the Board
4. Office of Administrative Hearings
 - a. Revised Entry
5. Kansas Department of Corrections
 - a. Revised Entry
6. Kansas State University
 - a. New Entries
 - b. Revised Entries
7. Board of Healing Arts
 - a. Electronic Recordkeeping Plan
 - b. Revised Entries
8. Kansas State Historical Society
 - a. Revised Entries
9. Sedgwick County
 - a. New Entries
 - b. Revised Entries
10. Housekeeping changes:
 - a. Housekeeping
 - Local Government Records-General Schedule/All Offices
 - Kansas State Historical Society-Administration Division
 - Kansas State Historical Society-Museum Division
 - Kansas State University
 - b. Obsolete
 - State Board of Healing Arts
 - Kansas State Historical Society-Education/Outreach Division
 - Kansas State Historical Society-Museum Division
 - Kansas State University
 - c. Superseded to the general schedule
 - State Board of Healing Arts
 - Kansas State Historical Society-Education/Outreach Division
 - Kansas State Historical Society-Museum Division
11. Other business:
 - a. SRB meeting number

- b. Training by KSHS staff
- c. Office 365
- d. KDHE tabled series (April 2016 meeting/minutes)
- e. Future meetings:
 - January 19th, 2017
 - April 20th, 2017
 - July 20th, 2017

State Records Board

July 20, 2016

Executive Conference Room – Kansas Historical Society

Present: Lisa Mendoza, Chair, designee of the Attorney General
Jennie Chinn, Executive Director, Kansas Historical Society (KSHS)
Matt Veatch, State Archivist, KSHS
Bill Sowers, designee of the State Librarian
Philip Michael, designee of the Department of Administration

Also Present: Ryan Leimkuehler, Kansas Historical Society (KSHS)
Michael Church, (KSHS)
Margaret Knecht, (KSHS)
Nancy Sherbert, (KSHS)
Cindy Stillings, (KSHS)
Margie Smith, Office of Administrative Hearings (OAH)
Sharon Wiedmaier, (OAH)
Cad Griffin, Kansas Board of Healing Arts (BOHA)
Laura Gloeckner, Kansas Board of Cosmetology (KBOC)

Meeting called to order at 8:38 a.m. Ms. Mendoza began the meeting with introduction of attendees.

Minutes: Ms. Mendoza requested the following amendments: Update on Office 365; update on Approval Numbering System; housekeeping authority; and KPERS update.

Mr. Veatch explained that with the departure of former KSHS staff member, Joanna Hammerschmidt, some of the requested updates were delayed. Ms. Chinn added that she was aware of some action being taken by Ms. Hammerschmidt on the Office 365 update, but this would need to be followed up. Mr. Veatch said that this would be done.

Motion: Ms. Chinn moved to approve the minutes from the April 7, 2016 meeting, as amended. Mr. Veatch seconded. Motion carried.

Office of Administrative Hearings: Mr. Leimkuehler reported that the OAH is proposing an amendment to series 1024-173 to reflect the current business practices of the agency. Most agencies take the case files back after completion of the appeals process and integrate the records into their own case files. This revision is consistent with ERP and will better reflect current procedures.

Referring to the restrictions of statutes, Ms. Mendoza noted that some were from the old Juvenile Justice Code and have been repealed, specifically: KSA 39-1507, 38-1506, 38-1508, 38-1607, 38-1608 and 38-1609. She recommended that KSHS staff work with the Office of Administrative Hearings to find their equivalent statutes and incorporate into KSA 59-2111 to address the issue of client confidentiality. Ms. Wiedmaier remarked that the agencies they are contracting with may already be doing this.

Ms. Mendoza stated that there is not a restriction in KSA 72-4311, which pertains to the duties of the Secretary for Children and Families in the disbursement of funding services for services to citizens with disabilities. She recommended that the board do more review of the statute to address confidentiality concerns and add more restrictions if necessary. Mr. Veatch agreed in the need for this and for an accurate list. Ms. Chinn concurred and said the goal of the agency is confidentiality protection.

Ms. Wiedmaier commented that the OAH contracts with many agencies and has been returning records for years, and asked if they should be including any other programs in the future.

Responding to the question, Ms. Mendoza stated that the purpose of the restrictions is to give the agencies a "heads up" that there are confidentiality concerns within certain records, and to accurately identify those which should be addressed. If more restrictions need to be added, that can be done at a later time. Ms. Chinn added that the goal is to protect the agencies involved and protect the confidentiality of the clients.

Addressing additional restrictions, Ms. Mendoza recommended that the following statutes be considered at the next meeting, specifically KSA 45-221, and the following sections:

- (A) (1) Disclosure of prohibited records
- (A) (3) Medical records
- (A) (14) Correspondence between public and private entities
- (A) (20) Notes, drafts, data, memorandums, and recommendations
- (A) (30) Unwarranted invasion of personal privacy

Ms. Chinn asked if a policy was needed to provide guidance to agencies during the transition of returning records and protecting the confidentiality of the information. Ms. Wiedmaier, whose last day with OAH will be September 12, responded that their agency has been working with the agencies for some time and the confidentiality of this process has always been a priority.

Ms. Chinn also wanted to clarify that the records are not being destroyed. The transition also includes the electronic portion, which will be retained by OAH, even though the physical records will be removed.

Motion: Mr. Veatch moved to table the vote on the OAH revised entries until the next meeting, to allow more time for an accurate description of the policy regarding the confidentiality of the records and protection of the agency. Mr. Sowers seconded. Motion carried.

Kansas Board of Cosmetology: Mr. Leimkuehler reported that a new series of records are coming before the board, and the need for an Electronic Recordkeeping Plan (ERP) is recommended. This electronic system will keep track of licensing of all cosmetologists and technicians in the field.

Reporting on the ERP cover sheet, Ms. Gloeckner said that the five year project is ready for implementation. As part of the ERP, the Board of Healing Arts (BOHA) has been working with the Board of Cosmetology and is hosting the application software for the licensure applications. The system is being used by other agencies as well. Mr. Veatch added that the software does not have true records management capabilities but the software company has been asked to upgrade to a comprehensive system.

Motion: Mr. Veatch moved for approval of the ERP for the Board of Cosmetology. Mr. Michael seconded. Motion carried.

On the proposed schedule for new entries, Mr. Leimkuehler reported that all will apply to the ERP just approved. The only restriction regarding application for licensure is KSA 45-221(a)(2), (3), (5), (9), (10), (11), (14), (20), (25), (30), which addresses privacy of individuals. Ms. Mendoza advised that a(3), involving a client's medical record, should be removed, and add the description "incomplete."

Moving on to Closed Schools Files (Series 0004-149), Mr. Leimkuehler remarked that the ultimate goal of the recordkeeping is to transition to an electronic method. Ms. Gloeckner explained that they are in the second phase of the transition from paper to electronic. With more than 40 years of records, she estimated it will take approximately four years to complete the process.

Regarding Complaint Files (Series Unknown), Ms. Chinn asked about which complaints get filed. Ms. Gloeckner answered that those that are founded are filed. On the topic of restrictions to Legal Files (Series Unknown), Ms. Mendoza recommended the addition of (1) to KSA 77-503a, concerning confidentiality of records. Mr. Veatch added that (1) should always be included in the restrictions.

On the topic of License Cards for Practitioners (Series 0014-149), Mr. Leimkuehler reported that these will be converted to electronic files. On Licensing Files (Series Unknown), Practitioners and Instructors were added to the series. Renewals were split between Establishments and Practitioners.

Motion: Ms. Chinn moved to approve the new series as amended under the Board of Cosmetology. Mr. Sowers seconded. Motion carried.

Mr. Veatch thanked Ms. Gloeckner and Mr. Griffin for their work.

Mr. Leimkuehler stated that the next item on the agenda, Office of the Attorney General-Victim Services Division, would be discussed later in the meeting.

Kansas Historical Society-State Archives Division: Mr. Leimkuehler presented the Retention/Disposition Schedule Entries according to the individual KSHS staff person responsible for the documents in each series. Those staff members were: Nancy Sherbert, Margaret Knecht and Michael Church.

Nancy Sherbert oversees the Borrowing Agreement Form (Series 0383-288), Promotional Photography (Series Unknown), Reference Files (Series 0052-288) and Volunteer Files (Series 0137-288). The retention period on the Borrowing Agreement Form was changed to provide a minimum retention of five years. There is no general retention schedule for Promotional Photography. Mr. Veatch commented that the agency may choose to modify the general schedule. Ms. Sherbert would review the documents and then transfer the records. The Reference Files (Series 0052-288) series has been edited. The series title "holding price files,and "regarding the monetary value of portions of the holdings" has been removed, because they do not reflect the actual business practices and did not send the correct messages of the agency. A minimum retention period and updated record format was added to the Volunteer Files. Both the Reference and Volunteer Files were revised to add a restriction on personal information.

Motion: Mr. Sowers moved to approve the KSHS retention schedule for the Borrowing Agreement Form, Promotion Photography Series, Reference Files and Volunteer Files as amended. Mr. Michael seconded. Motion carried.

Margaret Knecht is responsible for the Periodicals and Government Documents Checklist (Series 0061-288). The description was updated to include "periodicals" and the record format was updated to include paper and electronic records.

Motion: Mr. Sowers moved to approve the KSHS Periodicals and Government Documents Checklist as amended. Mr. Michael seconded. Motion carried.

To reflect the current business practices of the agency, the following series, supervised by Michael Church, have been proposed to record the decision making in: Film Duplication and Processing Logs (Series Unknown), Microfilm Camera Books (Series 0075-288) and Inspection Logs (Series 0143-288), Patron Microfilm Request Files (Series Unknown) and Photo Order Forms (Series Unknown).

Noting the 20 year retention schedule, Ms. Chinn asked why these records are not permanent. Mr. Church responded that the retention policy has been in place since 1988 and also added that lack of funding is an issue, but expressed the importance of preservation. Mr. Veatch recommended this information should be included in the Appraisal Narrative.

Motion: Mr. Michael moved to approve the KSHS retention schedule for the new Film Series as submitted. Mr. Sowers seconded. Motion carried.

Moving to the Office of the Attorney General – Victim Services, Mr. Leimkuehler reported that the OAG offers financial aid to victims of crime as well as provides grant programs to victim service agencies. The assistance is provided through an application processes.

The Grant Files-Victim's Assistance/Funded series (Series 0085-082) was revised to retain individual grant files for five years after the end of the grant period. Also, the title and comments section of the grant files were reworded to clarify that the records are related to requests for funding from, not to, the AG's office.

Ms. Mendoza suggested that in the case of fraud, there would be a reason to retain the files for a longer period. She recommended removing KSA 47-221(a)(47), relating to victims of domestic violence and safe houses, from the restrictions.

Motion: Mr. Veatch moved to approve the OAG Victim Services Division Grant Files series retention schedule with the KSA 47-221(a)(47) removed. Mr. Sowers seconded. Motion carried.

Housekeeping items were presented.

- Office 365
- ERC Updates
- Meeting Approval Numbering System

Mr. Veatch thanked Ryan Leimkuehler for his good work in preparation for the board meeting.

With no other business to discuss, the meeting was adjourned at 10:30 a.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 20, 2016**

1. **Agency:** Office of Administrative Hearings
2. **Records Officer:** Margie Smith **Phone:** 785-296-2895
3. **Appraising Archivist(s):** Ryan Leimkuehler
4. **Date of Appraisal:** 09/26/2016
5. **a) Total records – No. of Series:** 1
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 1
d) Obsolete schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 1
7. **Appraisal Narrative:**

The Office of Administrative Hearings (OAH) employs administrative law judges and other support personnel to conduct proceedings for the Kansas Department for Children and Families (DCF), Kansas Department of Health & Environment, KDHE/Division of Health Care Finance (KDHE/DHCF), Kansas Department for Aging and Disability Services (KDADS), Department of Administration/Office of General Services (State Debt-setoff Program) and coordinates the State Civil Service Board hearing process for the Department of Administration/Office of Human Resources, along with many other state agencies. The process of the OAH is an appeal is received and it is entered into their database. Then an acknowledgement letter is sent for the appeals process to begin. A prehearing/hearing notice is sent to the interested parties. Evidence is received by the OAH. A hearing is then held and evidence is presented and then a decision is mailed out to the interested parties. All documents pertaining to that appeal process, incoming and outgoing, are scanned and linked to that record electronically and a paper file is kept.

OAH is proposing a revision to series 1024-178 to reflect the current business practice followed by the agency. Most agencies take the case files back after the

appeals process is complete and integrate the records into their own case files. This schedule revision affects the Department for Children and Families, Kansas Department of Health & Environment, KDHE/Division of Health Care Finance, Kansas Department for Aging and Disability Services, all of whom stated they had a series they were integrating the case files into within their own agencies. The series that the agencies have identified to house the returned records are KDADS: 0140-039 Litigation Case Files and 0134-039 Appeals Files, KDHE/DHCF: 0071-000 Litigation Case Files, and DCF 0071-000 Litigation Case Files. The ERP for the agency is approved but is currently being revised to reflect the status of the digital copies and will be revised at a later date.

This series was tabled at the July 20, 2016 meeting of the State Records Board to give the agency time to address the restriction concerns of the board. Since the last records board meeting the Office of Administrative Hearings has changed their agency number from 173 to 178 to reflect that they are their own separate agency. To address the concerns of the SRB the agency has added KSA 38-2212, 39-709 (b), 39-758, 39-1404, 39-1430, 39-1411 (d), 39-1434, 45-221 (a), 59-2122, 72-4311, KAR 30-4-40, 7 USC 2018, 7 CFR 272.1 (c), 278.1 (q), 34 CFR 361.38, 42 CFR 431.306, 45 CFR 164.502, 164.514 to meet the restriction requirements for the records in question.

Retention/Disposition Schedule Entries

178-001

Office of Administrative Hearings

Administrative Hearing Case Files (Series 1024-178)

Hearing requests, correspondence, exhibits, notes, digital recordings, 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. Also includes database of docket information.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Permanent

Restrictions: KSA 38-2212, 39-709 (b), 39-758, 39-1404, 39-1430, 39-1411 (d), 39-1434, 45-221 (a), 59-2122, 72-4311, KAR 30-4-40, 7 USC 2018, 7 CFR 272.1 (c), 278.1 (q), 34 CFR 361.38, 42 CFR 431.306, 45 CFR 164.502, 164.514

Comments: Scan paper documents, and retain paper copy until each case's appeal time has expired, then return to appropriate agency. Retain digital copy permanently in system according to Electronic Recordkeeping Plan.

Schedule Authority: Agency Schedule

KAR Number 53-2-179

Last Surveyed 10 December 2008

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.

7/9/09 revised agency code to reflect OAH becoming an independent agency.

05/20/2013 mwiget: 7/9/09 revised agency code to reflect OAH becoming an independent agency.

05/20/2013 mwiget: Removed restrictions information from Remarks to Restrictions field.

12/03/2013 mwiget: Removed notation about Records Center from disposition comments.

12/10/2013: revised description to specifically include information about dockets.

10/15/2015: shortened retention of paper documentation after scanning from 6 to 2 years.

Agency plans to add digital recordings to this series and to supersede 1041-173 into this entry when they are on their new Sharepoint system--know they will need to generate a new ERP at that time.

06/28/2016: updated the record description and the retention to reflect that agencies take the case files back and integrate them into their own case files. OAH is in the process of updating their ERP to reflect the status of the digital copy and will be revised at a later date.

07/20/2016: Tabled by SRB to allow agency time to determine specifically which restrictions apply to the series.

07/21/2016: added completely new restrictions to record series.

07/27/2016: series id changed to reflect proper agency (178)

09/26/2016: Case files return to agencies so this revision is to reflect current business practice.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 20, 2016**

1. **Agency:** Department of Corrections
2. **Records Officer:** Jim Evans **Phone:** 785-291-3779
3. **Appraising Archivist(s):** Megan Rohleder
4. **Date of Appraisal:** 09/26/2016
5. **a) Total records – No. of Series:** 1
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 1
d) Obsolete schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Appraisal Narrative:**

The Kansas Department of Corrections operates the State of Kansas correctional facilities, Prisoner Review Board, the Kansas parole system, and Juvenile services. The DOC is also responsible for reentry efforts, victim services, as well as community and field services which seeks to promote a safer Kansas through offender supervision and rehabilitation.

The appraisal is based upon discussions between DOC records officer, Jim Evans and the appraising archivist. In an effort to reflect current business practices, Mr. Evans expressed interest in revising record series 0141-521 (inmate Property Records). KSHS staff suggested a revision to the comment section be made to clarify the types of documents within the series as pertains to inmate property records. Mr. Evans also requests a change in the retention period from 5 years to 3 years in order to reflect current practice. All prior restrictions remain the same.

Retention/Disposition Schedule Entries

521-010

Department of Corrections

All Facilities

Inmate Property Records (Series 0141-521)

Inventory logs, communications, receipts, and other documents relating to individual inmate property.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 22-4707 & 45-221(a)(29)

Comments: Retain 3 calendar years past inmate sentence discharge date, then destroy

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 12 October 2016

Record Copy: Paper

Remarks: 10/12/2016-Edited for changes in description, changes in retention time frame.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 20, 2016**

1. **Agency:** Kansas State University
2. **Records Officer:** Cliff Hight **Phone:** 785-532-3420
3. **Appraising Archivist(s):** Ryan Leimkuehler
4. **Date of Appraisal:** 10/07/2016
5. **a) Total records – No. of Series:** 18
b) New series – No. of Series: 3
c) Revised existing series – No. of Series: 9
d) Obsolete schedule entries – No. of Series: 2
e) Series superseded by other schedule entries – No. of Series: 4
6. **Archival/Permanent records – No. of Series:** 1
7. **Appraisal Narrative:**

The Division of Financial Services (DFS) is responsible for administrative financial record keeping at Kansas State University. The Division of Human Capital Services (HCS) is responsible for most personnel record keeping at the university. DFS primarily creates and maintains records related to financial transactions and fiscal planning and reporting, and HCS primarily creates and maintains records related to personnel, payroll, and employee training. The university archives are the designated repository of noncurrent government records with enduring value. The university archivist is the agency records officer and has responsibilities to assist records creators and keepers with records and information management guidance.

The appraisal is based upon discussions with agency staff by the appraising archivist. To better reflect the current business practice the HCS proposes to supersede series 0009-367, 0023-367, 0033-367, 0040-367 into series 0070-367 Personnel records. The HCS division has identified FMLA records and Unemployment compensation records as new series that should be added to the schedule. They also identified series 0050-367 and 0015-367 as obsolete series. DFS identified that Land, Buildings, and Infrastructure Financial Records should

be added as a new series to the schedule. Kansas State University has identified that some of these records fall under general schedule entries, but they want to follow longer retentions, list office of record, and add specific restrictions where appropriate. Series 0012-367, 0029-367 extended the retention from 3 to 5 years to better reflect business. Series 0084-367 extended the retention period from 3 to 5 years, added restrictions on engineering and financial information submitted by contractors. Series 0013-367 added restrictions for engineering and financial information submitted by contractors as well.

Retention/Disposition Schedule Entries

367-001

Kansas State University

Family and Medical Leave Act (FMLA) Records (Series Unknown)

Forms and documentation for FMLA determinations for individual employees.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 003 cld years

Disposition: Destroy

Restrictions: 29 C.F.R. § 825.500 (g)

Comments: The Division of Human Capital Services is the office of record.

Schedule Authority: Agency Schedule

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/13/2016-Does not currently exist on general schedule.

Land, Buildings, and Infrastructure Financial Records (Series Unknown)

Financial documents that record the purchase, maintenance, and disposition of land, buildings, and infrastructure.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

Restrictions: Portions may be restricted per KSA 45-221(a)(1), (32), (33).

Comments: Retain records for the life of asset plus 3 fisc years. The Division of Financial Services is the office of record.

Schedule Authority: Agency Schedule

Record Copy: Paper

Unemployment Compensation Records (Series Unknown)

Reports and requests regarding unemployment compensation.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

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

Comments: Retain 5 cld years past payment or quarterly report date. The Division of Human Capital Services is the office of record.

Schedule Authority: Agency Schedule

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Retention/Disposition Schedule Entries

367-001

Kansas State University

Accounts Payable Records (Series 0084-367)

Documents related to payment for goods and services: purchasing and payment forms, including purchase orders, interdepartmental vouchers, interfund vouchers (IFV), payment vouchers (agency payment vouchers (APV) and business procurement card (BPC) vouchers), travel reimbursement documents, and all supplemental documentation, including invoices and vendor certification forms, such as Form W-9, W-8BEN, and W-8BEN-E. Refer to KSU Policies 3433 and 6115 for guidance concerning protected information.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: Portions may be restricted per KSA 45-221(a)(1), (32), (33).

Comments: Retain 5 fiscal years then destroy, provided all audit requirements have been resolved. Exceptions for grant funded payables documentation are explained in the university's Policies and Procedures Manual, Chapter 7050.120, "Post Award Procedures, Records Retention." The Division of Financial Services is the office of record.

Schedule Authority: General Schedule

KAR Number 53-2-103

Last Surveyed 14 December 1994

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/12/2016- extend retention period, add restrictions. Would like a longer retention and list out restrictions not available on general schedule.

Accounts Receivable Records (Series 0004-367)

Documents related to the collection of payments due to the agency, such as copies of invoices, correspondence, DA-32 forms, and protected personal information. If Social Security Numbers or credit card information is obtained, the data must be protected as required by law. Refer to KSU Policies 3433 and 6115 for guidance concerning protected information.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: Portions may be restricted per KSA 45-221(a)(1).

Comments: Retain 5 fiscal years then destroy, provided all audit requirements have been resolved. The Division of Financial Services is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 24 November 1994

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/12/2016: list restrictions, add office of record, extend retention years from 3 to 5.

Would like a longer retention and specific restrictions not available on general schedule.

Application for Employment Records (Series 0008-367)

Employment applications for those not hired.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 004 cldr yrs

Disposition: Destroy

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

Comments: See employee personnel file for applications of those hired. The Division of Human Capital Services is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 21 November 1994

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/12/2016-changed description added office of record and further clarification.

Wanted longer retention and list office of record not available on general schedule.

Banking Records (Series 0012-367)

Account statements and reconciliations and related records, such as CASHNet deposit slips and receipts.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: Retain 5 fiscal years then destroy, provided all audit requirements have been resolved. The Division of Financial Services is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 24 November 1994

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/12/2016: extended retention from 3 to 5 years, added office of record. Wants longer retention period than available on general schedule.

Bond Files (Series 0013-367)

Documents relating to new buildings and capital improvements projects financed through bonds.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: Portions may be restricted per KSA 45-221(a)(1), (32), (33).

Comments: Retain in office permanently. The Division of Financial Services is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 24 November 1994

Record Copy: Paper

Remarks: 10/12/2016- added restrictions.

Fee Revenue Files (Series 0029-367)

Records of student tuition and fee activity, student refunds and tuition collection, and revenue projection documentation. Refer to KSU Policies 3433 and 6115 for guidance concerning protected information.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: Portions may be restricted per KSA 45-221(a)(1), (17).

Comments: Retain 5 fiscal years then destroy, provided all audit requirements have been resolved. The Division of Financial Services is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 24 November 1994

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/12/2016: extend retention from 3 to 5 years, add office of record.

Salary Increase Lists (Series 0056-367)

List recording salary increases for university support staff and unclassified employees.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 fisc yrs

Disposition: Destroy

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

Comments: The division of Human Capital Services is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 24 November 1994

Record Copy: Paper

Remarks: 10/12/2016- added restriction, office of record, and clarified description

Supplemental Pay Files (Series 0063-367)

Documents notifying employees of wages to be paid for shift differential, overtime, or leave without pay, or other payments not included in usual payroll.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See comments

Disposition: Destroy

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

Comments: Retain 5 fiscal years then destroy, provided all audit requirements have been resolved. The Division of Human capital Services is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 24 November 1994

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/12/2016- clarified description, updated format, and added restriction. Wants longer retention than available on general schedule.

Training Files (Series 0066-367)

Documents relating to staff training and development programs including requests for enrollment and publications describing training opportunities and resources available.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: The Division of Human Capital Services is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 24 November 1994

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/12/2016-removed form from description, added office of record, and updated record format. Wants to list office of record and follow different retention period and disposition than the general schedule "archives."

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 20, 2016**

1. **Agency:** Board of Healing Arts
2. **Records Officer:** Stacy Bond **Phone:** 785-296-2007
3. **Appraising Archivist(s):** Ryan Leimkuehler
4. **Date of Appraisal:** 10/07/2016
5. **a) Total records – No. of Series:** 10
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 5
d) Obsolete schedule entries – No. of Series: 4
e) Series superseded by other schedule entries – No. of Series: 1
6. **Archival/Permanent records – No. of Series:** 1
7. **Appraisal Narrative:**

The Kansas State Board of Healing Arts (KBOHA), created in 1957, is the licensing and regulatory Board for many health care providers in Kansas. The Board is comprised of 15 members including 5 Medical Doctors (M.D.), 3 Osteopathic Doctors (D.O.), 3 Chiropractic Doctors (D.C.), 1 Podiatric Doctor (D.P.M.), and 3 public members. Professional Councils were established by statute for each of the allied health care professions licensed and regulated by this agency to advise the Board in carrying out the provisions of their practice acts. The Mission of the KBOHA is to safeguard the public through licensure, education and discipline of those who practice the healing arts in Kansas. The agency currently regulates 14 different health care professionals: Doctors of Medicine and Surgery, Osteopathic Medicine and Surgery, Chiropractic medicine, Podiatric Medicine, Naturopathic Medicine, Physical Assistants, Physical Therapists, Physical Therapist Assistants, Occupational Therapists, Occupational Therapy Assistants, Respiratory Therapists, Athletic Trainers, Radiologic Technologists, and Contact lens distributors.

The appraisal is based upon discussions with agency staff and visual appraisal of records by the appraising archivist. To reflect current business practices the

KBOHA have identified four series that are no longer relevant to their agency. Upon further discussion series 0006-105, Licensing Programs Administrative Records should be superseded to 0028-000 since the file contained routine correspondence and it did not make sense to have a separate series within the agency. The ERP covers series 0003-105, 0009-105, 0017-105, 0018-105, 0006-105, 0027-105 as long term records. The ERP also covers series 0011-105, 0015- 105, 0019-105, as short term, less than 10 year, records. Series 0011-105, Insurance Termination Notices and Correspondence increased the retention from one year to five years due to conversations with legal counsel. Series 0024-105, License Renewal Records, increased the retention from three years to seven years and added restrictions to protect exam information, health care information, and potential disciplinary proceedings. Series 0017-105, Licensing Files, added federal restrictions to the records and extended the retention to 40 years instead of 30 years. They have also have added to the comments field date ranges on paper and electronic records. Series 0027-105, much like the previous series, has extended the retention to 40 years and added comments to inform the public what format their records are in.

Retention/Disposition Schedule Entries

105-001

State Board of Healing Arts Licensing

Insurance Termination Notices and Correspondence (Series 0011-105)

Documents received by the agency giving notice of the termination of medical malpractice insurance for individual medical practitioners.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 cld years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-077

Last Surveyed 16 August 1988

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/12/2016- added licencing sub-agency, reworted description, extended retention period from 1 year to 5, updated record copy.

License Renewal Records (Series 0024-105)

Completed applications and other documents related to the periodic renewal of individual licenses to practice the various professions regulated by the Kansas Board of Healing Arts. Includes renewal audit checks.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 007 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 45-211(a)(1)(6)(9), 42 CFR Part II, K.S.A. 65-4915, K.S.A. 65-4925

Schedule Authority: Agency Schedule

KAR Number 53-2-178

Last Surveyed 25 September 2013

Record Copy: Unknown

Remarks: 10/07/2013: revised description, added comment.

10/06/2016: added licence to series title, extended retention from 3 to 7 years, added restrictions.

License Verification (Series 0015-105)

Requests by other states, agencies, the federal government, and organizations for verification of the validity and currency of licenses held by individual Kansas practitioners.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 006 months

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-077

Last Surveyed 16 August 1988

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: 10/12/2016-added sub-agency, clarified description, updated record format to electronic

Licensing Files (Series 0017-105)

Records related to the examination and licensing of individual practitioners licensed by the Kansas State Board of Healing Arts: correspondence, copies of transcripts/diplomas, applications, and other materials.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 040 cld years

Disposition: Archives

Restrictions: K.S.A. 45-211(a)(1)(6)(9), 5 USC Sec. 522a, 42 CFR Part II, K.S.A. 65-4915, K.S.A. 65-4925

Comments: For the period prior to 1990 the majority of the licensing files will be maintained in a paper format. Subsequent to 1990 all licensing files should be in electronic format.

Schedule Authority: Agency Schedule

KAR Number 53-2-077

Last Surveyed 25 September 2013

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: 10/07/2013: included additional medical profession types; added information regarding how records are transferred to the State Archives.

10/24/2013: series tabled by SRB until ERP has been completed and presented to the ERC and SRB.

06/27/2016: Changed status from Ready for SRB to Draft. KBHA is working on an ERP for their instance of the MyLicense Office system.

10/06/2016: Added federal restrictions, added subagency, extended retention to 40 years, updated comments section to show paper and electronic copy dates.

Practice Protocols, Drug Prescription Protocols and Active Practice Request Forms (Series 0027-105)

Agreements between practitioners regarding the delegation of drug prescribing, authorized practice and supervising practitioners.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 040 cldr years

Disposition: Destroy

Restrictions: None

Comments: For the period prior to 1990 the majority of the licensing files will be maintained in a paper format. Subsequent to 1990 all licensing files should be in electronic format.

Schedule Authority: Agency schedule

KAR Number 53-2-178

Last Surveyed 25 September 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: Oct. 2013: new entry

10/06/2016: change title, clarify description, extended retention, added comments.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 20, 2016**

1. **Agency:** Kansas Historical Society-Museum/Education
2. **Records Officer:** Ryan Leimkuehler **Phone:** 272-8681 ext. 288
3. **Appraising Archivist(s):** Ryan Leimkuehler
4. **Date of Appraisal:** 09/26/2016
5. **a) Total records – No. of Series:** 70
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 6
d) Obsolete schedule entries – No. of Series: 56
e) Series superseded by other schedule entries – No. of Series: 8
6. **Archival/Permanent records – No. of Series:** 5
7. **Appraisal Narrative:**

The Kansas Historical Society preserves several different collections related to Kansas history. These collections include archeology, audio visual, document, historic sites, manuscripts, maps, and government records. The Museum and Education division addresses curriculum needs for K-12 classrooms related to Kansas history and government, managing collections of three-dimensional objects, and exhibits at the Kansas Museum of History. The Museum and Education departments were once separate divisions and have now been combined under one division.

The appraisal is based upon discussions with agency staff and visual appraisal of records by the appraising archivist. To reflect current business practices the Education/Outreach Division 288-003 and Museum Division 288-004 have combined into Museum and Education Division 288-008. The Museum and Education Division had several series that were no longer relevant or active which resulted in 56 obsolete series. In conversations with Matt Renick we are bringing six series in front of the board for review. Deaccessioning Files series 0274-288 could contain donor information that should be restricted

by KSA 45-221(a)(8). Loan Files, to reflect current practice, have changed the final disposition from archives to permanent because the files have long term value to the division and are referenced regularly. Much like the Loan Files the Special Exhibit Files 0301-288, Historic Sites Files 0258-288, and Conditional Deposit Book 0272-288 are referenced regularly and should be permanent instead of archives for disposition. In conversation with Mary Madden the Subject Files- Insurance 0294-288 did not make sense to be separate from the Insurance Reports 0279-288 and should be superseded into those records.

Retention/Disposition Schedule Entries

288-004

**Kansas State Historical Society
Museum Division
Administration**

Historic Sites Files (Series 0258-288)

Inventories, photos, clippings, and other materials relating to Museum and Education Division's activities at the Historical Society's historic sites maintained for convenience of reference.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-141

Last Surveyed 28 September 2004

Record Copy: Paper

Remarks: Tabled 10/14/04.

10/12/2016-revised retention/disposition to Permanent, updated record format to paper.

Registration

Conditional Deposit Book (Series 0272-288)

Register containing information on artifacts that were deposited in the museum for temporary custody or for eventual donation to the collection.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: Portions per KSA 45-221(a)(8)

Schedule Authority: Agency Schedule

KAR Number 53-2-141

Last Surveyed 28 September 2004

Record Copy: Paper

Remarks: Tabled 10/14/04.

10/12/2016-updated record to be permanent, updated format to be paper.

Deaccessioning Files (Series 0274-288)

Documents relating to museum artifacts under consideration for deaccessioning or which have been deaccessioned.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: KSA 45-221(a)(8)

Schedule Authority: Agency Schedule

KAR Number 53-2-101

Last Surveyed 20 May 1992

Record Copy: Paper

Remarks: 10/12/2016- added KSA 45-221(a)(8), updated record format.

Loan Files (Series 0281-288)

Correspondence, loan agreement forms, conservation treatment records, condition reports, and other documents relating to loans of artifacts either to or from the museum.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: KSA 45-221(a)(8)

Schedule Authority: Agency Schedule

KAR Number 53-2-101

Last Surveyed 20 May 1992

Record Copy: Paper

Remarks: 10/12/2016-delete "for temporary exhibits." change retention/disposition from Archives to Permanent. Added restriction for donor information. updated format. Delete comment "retain permanently or transfer to archives."

Special Exhibit Files (Series 0301-288)

Correspondence, notes, photographs, slides, CAD drawings, floor plans, artifact list, annotated copies of scripts, copies of exhibit text and other materials pertaining to museum special exhibits.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-123

Last Surveyed 17 February 2000

Record Copy: Paper

Remarks: 10/12/2016- changed sub-agency to registration, added artifact lists to description, changed from archives to permanent, updated format to paper.

Insurance Files (Series 0294-288)

Bid specifications, policies, reports, notes, contract damage, related to insurance coverage for artifacts in the museum.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until superseded, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-101

Last Surveyed 20 May 1992

Record Copy: Unknown

Remarks: 10/12/2016-Supersede into 0279-288, separating out the insurance reports is redundant.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 20, 2016**

1. **Agency: County Health Department/County General Schedule (Sedgwick County)**

2. **Records Officer:** Melissa Thompson **Phone:** 316-660-9847

3. **Appraising Archivist(s):** Ryan Leimkuehler

4. **Date of Appraisal:** 09/26/2016

5. **a) Total records – No. of Series:** 4

b) New series – No. of Series: 3

c) Revised existing series – No. of Series: 1

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

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

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

7. **Appraisal Narrative:**

The appraisal is based upon discussions with Sedgwick county records management staff. Melissa Thompson vetted all proposed changes through Johnson County, Unified Government of Wyandotte County and Kansas City, Kansas, and Sedgwick County Counselor, Jon VonAchen who is legal counsel for Records Management and KORA issues. New series ADA Documentation was based on the State of Washington and Texas schedules for local government. Human Resources is a HIPAA covered entity and due to the information shared in these documents they have opted for a six-year retention. To construct the new series Credentialing Documentation (Health Schedule) Sedgwick County used the State of Kansas Agency #102-001 Behavioral Sciences Regulatory Board and Agency #039-008 Department for Aging and Disability Services State Hospitals and Institutions as a reference for the proposed series. They chose a retention of 21 years because in any of our human services agencies that may be using this schedule, the possibility exists that the practitioner or professional has served a child less than 1 years old. At this time most of this documentation is electronic; either generated through online transmittal or scanned and ingested into a data file. The Utilization Review (UR) Forms refer to the KSA 65-4915 and

KAR 30-60-57 requirements to establish a series that did not exist at the county level.

Retention/Disposition Schedule Entries

000-100

Local Government Records General Schedule/All Offices Human Resources

Americans with Disabilities Act (ADA) Documentation (Series Unknown)

Employee requests for reasonable accommodations and doctor's explanations as required for compliance with the Americans with Disabilities Act. Includes information regarding what is needed to make reasonable accommodations for individuals. Also includes any questions employees might have as well as documentation of any meetings, notifications, communications and training materials. Records may be paper or electronic.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 6 Cld years after completion or denial

Disposition: Destroy

Restrictions: Maintain confidentially, consistent with HIPAA Privacy Rule CFR 160 and 164 and K.S.A. 45-221(a)(3)

Comments: Contains protected health information (PHI) and medical information, records must be maintained separately from the personnel file and do not include any complaints filed.

Schedule Authority: General Schedule

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 09/26/2016: These records are not being scanned or submitted electronically at this time although some documents such as email may be created electronically.

000-111

Local Government Records Health Department

Credentialing Documentation (Series Unknown)

Documents relating to the credentialing process establishing that the applicants required qualifications to practice in the state of Kansas have been met or are in process. Documents may include correspondence, evaluations and credentials added during time of employment in addition to proof of academic diplomas and other certifications, regardless of form or format.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

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

Comments: Retain until practitioner terminates employment plus 21 calendar years

Schedule Authority: General Schedule

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 09/26/2016: Sedgwick County this is an electronic record only

Utilization Review (UR) Forms (Series Unknown)

Utilization Review documents initial and 90-day peer review processes necessary for Community Mental Health Centers licensing. Utilization Reviews are performed on patient records to assure that services are appropriate and necessary and that staff and resources are allocated appropriately. Documents are also reviewed to see if treatment plans are appropriate and if other services might also be utilized. UR feedback sheets and logs also document whether or not a case should be closed due to lack of activity. Utilization Reviews are performed monthly.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 006 cld years

Disposition: Destroy

Restrictions: Maintain confidentially, consistent with HIPAA Privacy Rule CFR 160 and 164

Comments: Utilization Review (UR) documents initial and 90-day peer review pursuant to KSA 65-4915. KAR 30-60-57 for Community Mental Health Centers requires that URs be maintained for five years. Community Mental Health Center (CHMC) licensing requirements 30-60-57 requires these documents. These records contain protected health information (PHI). This record may be in either paper or electronic form and records include UR feedback sheets and logs.

Schedule Authority: Local Schedule

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 09/26/2016: Sedgwick County this is an electronic record only

Housekeeping Changes Since 20 July 2016

12 October 2016

Housekeeping Edit

000-100

Local Government Records
General Schedule/All Offices

Employee Time Report Records (Series 0028-100)

Description: Records documenting time worked by individual employees on a daily, weekly, monthly or yearly basis including; time sheets, time cards, attendance reports, absence reports, wage and hour audits (FLSA compliance,) sign-in/out sheets, etc.

Change: New example records listed-- rleimkuehl, 26 September 2016

288-001

Kansas State Historical Society
Administration Division
Publications

Personnel and Payroll Reference Files (Series 0173-288)

Description: Copies of personnel and payroll records regarding department employees. Duplicative of records maintained by Society Department of Administration.

Change: Moved to new division -- rleimkuehl, 27 September 2016

Special Events

3rd Party Daily Cash Receipts (Series 0388-288)

Description: Records of cash received by the agency for the rental of the Kansas History Center.

Change: Moved to new division -- rleimkuehl, 27 September 2016

3rd Party Facilities Set-Up File (Series 0389-288)

Description: Records relating to the after hours usage of the Kansas History Center facilities.

Change: Moved to new division -- rleimkuehl, 27 September 2016

Annual Reports - 3rd Party (Series 0400-288)

Description: Reports generated listing the yearly totals of meetings, attendance, money generated through rental of the Kansas History Center.

Change: duties moved to different division-- rleimkuehl, 26 September 2016

Contracts - 3rd Party (Series 0401-288)

Description: Legal agreements with individuals and organizations regarding the rental of the space at the Kansas History Center.

Change: Moved to new division -- rleimkuehl, 27 September 2016

Monthly and Quarterly Reports - 3rd party (Series 0402-288)

Description: Reports generated monthly and quarterly listing the attendance, events, meetings, and money generated through rental of the Kansas History Center.

Change: Moved to new division -- rleimkuehl, 27 September 2016

288-004

Kansas State Historical Society

Museum Division

Administration Section

Script Files (Series 0253-288)

Description: Master copies of drafts and final scripts written by the staff for the exhibits and other interpretive programming activities.

Change: update format to paper-- rleimkuehl, 05 October 2016

Registration

Accession Forms (Series 0268-288)

Description: Original accession forms documenting the donation of artifacts to the museum that are maintained as the deed of gift.

Change: update format to paper-- rleimkuehl, 05 October 2016

Donation Information Files (Series 0278-288)

Description: Documents containing detailed information on donations of artifacts to the museum: copy of accession form, correspondence, background information, clippings, conservation data, etc.

Change: update format to paper-- rleimkuehl, 05 October 2016

Photo Logs (Series 0288-288)

Description: Log listing the photographs and negatives taken of individual artifacts.
Change: update format to paper-- rleimkuehl, 05 October 2016

Rejected Donation Records (Series 0290-288)

Description: Documents relating to potential donors' offers of artifacts to the museum which have been declined or rejected.

Change: update format to paper-- rleimkuehl, 05 October 2016

367-001

Kansas State University

Employee Personnel Files (Series 0070-367)

Description: Documents associated with the employment of specific personnel: employee evaluation forms, application for employment, residence status forms, appointment, separation, and change forms, and other personnel materials.

Change: clarified description-- rleimkuehl, 12 October 2016

Obsolete

105-001

State Board of Healing Arts

Applicant Registers (Series 0003-105)

Description: Registers of applicants for issuances of licenses to practice various healing arts (physicians, osteopaths, podiatrists, chiropractors): name, address, type license, state of certification, fees paid.

Change: records no longer created-- rleimkuehl, 06 October 2016

Examination Masters (Series 0009-105)

Description: Master copies of examinations given to applicants for licensure or certification in all professions regulated by the Kansas Board of Healing Arts.

Change: records no longer created-- rleimkuehl, 06 October 2016

Licensing Lists (Series 0018-105)

Description: Listings of individuals licensed or registered in the various healing arts - includes names, number of license, and address of licensee.

Change: records no longer created-- rleimkuehl, 06 October 2016

Licensure Statistics (Series 0019-105)

Description: Biannual statistics compiled regarding healing arts licenses issued - includes original notes used in the compilation.

Change: records no longer created-- rleimkuehl, 06 October 2016

288-003

Kansas State Historical Society
Education/Outreach Division

Admission Records Database (Series 0418-288)

Description: An electronic database comprised of multiple demographic fields.

Change: no longer created -- rleimkuehl, 26 September 2016

Budget Requests and Appeals - Annual (Series 0179-288)

Description: Copies of budgets submitted yearly to the State Legislature for approval and subsequent appeals: DA forms 400 thru 518 and associated supporting documents.

Change: no longer created-- rleimkuehl, 26 September 2016

Discovery Place Files (Series 0181-288)

Description: Course material, meeting minutes, training projects, etc. relating to the development of creative learning activities for children located in the Discovery Place.

Change: no longer created-- rleimkuehl, 26 September 2016

Food Research Files (Series 0182-288)

Description: Research completed by the staff for inclusion in the food tours, traveling trunks, cookbooks, and videos promoting the educational activities of the Society.

Change: no longer created-- rleimkuehl, 26 September 2016

Heritage Camp Files (Series 0424-288)

Description: Documents such as correspondence, plans, and research materials for programming the full-day daycare camp at the Potawatomi Mission.

Change: no longer created-- rleimkuehl, 26 September 2016

History Resource Packet Project Records (Series 0154-288)

Description: Documents related to special project to produce history resource packets for public schools.

Change: no longer created-- rleimkuehl, 26 September 2016

Kansas History 8th Grade Textbook (Series 0425-288)

Description: Documents related to Education/Outreach's paid project to produce an 8th grade Kansas History textbook.

Change: no longer created-- rleimkuehl, 26 September 2016

Kansas Interpretive Traveling Exhibit Files (Series 0426-288)

Description: Correspondence, schedules, research, draft and final manuscripts, photographs, and billing records related to the traveling exhibit.

Change: no longer created-- rleimkuehl, 26 September 2016

Museum Moments Files (Series 0196-288)

Description: Course materials, lesson plans, evaluations, press releases, etc. related to the planning and implementation of children's summer workshop programs offered by the division.

Change: no longer created-- rleimkuehl, 26 September 2016

Program Files (Series 0189-288)

Description: Variety of documents including performer agreements, correspondence, itineraries, public promotional materials, and curriculum relating to the various educational programs sponsored by the Historical Society.

Change: no longer created-- rleimkuehl, 26 September 2016

Purchase Requests - Master List (Series 0190-288)

Description: Log listing purchase requests which is maintained for convenience of reference.

Change: no longer created-- rleimkuehl, 26 September 2016

Quilt Files (Series 0192-288)

Description: Gallery guide, contracts, and other documents relating to a temporary quilt exhibit mounted by the division.

Change: no longer created-- rleimkuehl, 26 September 2016

Reproduction/Prop Files (Series 0202-288)

Description: Inventories of items used by education/outreach division for tours and traveling trunks including the accession record, where it was purchased or donated, etc.

Change: no longer created-- rleimkuehl, 26 September 2016

Research Files - Outreach Coordinator (Series 0193-288)

Description: Materials relating to research conducted by the outreach coordinator concerning potential educational activities and projects.

Change: no longer created-- rleimkuehl, 26 September 2016

Subject Files (Series 0195-288)

Description: Variety of documents relating to the administration and activities of the division.

Change: no longer created-- rleimkuehl, 26 September 2016

Volunteers Activities Files (Series 0187-288)

Description: Newsletters, meeting minutes, and training files relating to the activities of the Historical Society's volunteer staff.

Change: no longer created-- rleimkuehl, 26 September 2016

Volunteers Activities Files (Series 0187-288)

Description: Newsletters, meeting minutes, and training files relating to the activities of the Historical Society's volunteer staff.

Change: records no longer created-- rleimkuehl, 05 October 2016

Folklorist

Apprentice Files (Series 0155-288)

Description: Documents related to the development and administration of the Folk Life apprenticeship program and to the progress of individual apprentices: applications, evaluation forms, correspondence, etc.

Change: no longer created-- rleimkuehl, 26 September 2016

Apprenticeship Applications - Disapproved (Series 0156-288)

Description: Applications by individuals for acceptance into the folk arts apprenticeship program which were disapproved: applications and evaluations.

Change: no longer created-- rleimkuehl, 26 September 2016

County Files (Series 0158-288)

Description: General reference materials regarding folklore topics in individual Kansas counties.

Change: no longer created-- rleimkuehl, 26 September 2016

Folk Life - General Subject Files (Series 0159-288)

Description: Wide variety of documents regarding issues related to the Folk Life program: correspondence, publications, annual reports, regulations, conference information, articles, and papers.

Change: no longer created-- rleimkuehl, 26 September 2016

Folk Life Project Files (Series 0160-288)

Description: Records related to the administration of specific projects under the Folk Life program: correspondence, notes, publications, grant reports, and miscellaneous supporting documents.

Change: no longer created-- rleimkuehl, 26 September 2016

Oral Interview Information Files (Series 0161-288)

Description: Records documenting various oral interviews with folk artists: release forms and supporting materials.

Change: no longer created-- rleimkuehl, 26 September 2016

Quilt Project Administration Records (Series 0163-288)

Description: Wide variety of documents related to the administration of the Kansas Quilt Project: minutes, by-laws and policies, financial records, subject files, publications, and correspondence.

Change: no longer created-- rleimkuehl, 26 September 2016

State Folk Life Program Files (Series 0164-288)

Description: Documents used for reference regarding folk life programs in other states: publications, correspondence, notes, pamphlets, etc.

Change: no longer created-- rleimkuehl, 26 September 2016

Public Relations

Marketing Survey Study (Series 0429-288)

Description: Correspondence, contract, cooperative activities, and completed forms used for aggregate data.

Change: no longer created-- rleimkuehl, 03 October 2016

News Release Files (Series 0430-288)

Description: Official news releases issued to the media and press.

Change: no longer created-- rleimkuehl, 03 October 2016

Promotional/Publicity Files (Series 0431-288)

Description: Includes documents related to promoting and publicizing events, including all public relations contact information.

Change: no longer created-- rleimkuehl, 03 October 2016

Publications

Book Reviewers Information Sheet Files (Series 0166-288)

Description: Consists of forms completed by potential book reviewers for KANSAS HISTORY magazine listing professional qualifications and interests.
Change: no longer created-- rleimkuehl, 26 September 2016

Copyright Release Records (Series 0167-288)

Description: Forms completed by authors granting copyright release on their works published by the Society.
Change: no longer created -- rleimkuehl, 26 September 2016

Correspondence - Publications (Series 0169-288)

Description: Communications regarding publication of articles and reviews in KANSAS HISTORY journal.
Change: no longer created -- rleimkuehl, 26 September 2016

Cram Map Files (Series 0432-288)

Description: Research; correspondence; original, revised, and final manuscripts of map text.
Change: no longer created-- rleimkuehl, 26 September 2016

Edgar Langsdorf Award Records (Series 0170-288)

Description: Documents regarding annual selection of Edgar Langsdorf Award winner: correspondence, judge lists, and notes.
Change: no longer created-- rleimkuehl, 26 September 2016

Publication Records (Series 0175-288)

Description: Documents regarding all publications produced by the Education/Outreach Division other than manuscripts including correspondence, purchase orders, copyright releases, printers samples, etc.
Change: no longer created-- rleimkuehl, 03 October 2016

Publications Manuscript Files - Unpublished (Series 0448-288)

Description: Manuscripts of articles submitted to but not published in any Kansas State Historical Society Magazine. Also includes some associated correspondence and other documents.
Change: no longer created-- rleimkuehl, 26 September 2016

Publications Manuscript Files Log (Series 0449-288)

Description: Record maintained by the editor documenting manuscripts received and the decisions made regarding each.
Change: no longer created-- rleimkuehl, 26 September 2016

Publications Manuscripts Files - Published (Series 0172-288)

Description: Original, revised, and final manuscripts of articles submitted to and/or published in any Kansas State Historical Society magazine. Also includes some associated correspondence or other documents.

Change: no longer created-- rleimkuehl, 26 September 2016

288-004

Kansas State Historical Society

Museum Division

Administration Section

Historical Institutions Files (Series 0250-288)

Description: Newsletters, brochures, correspondence, etc. related to the activities and projects of other historical agencies maintained for convenience of reference.

Change: no longer created-- rleimkuehl, 26 September 2016

Museum Studies Program Files (Series 0252-288)

Description: Brochures, correspondence, and other promotional material related to various museum studies programs offered by universities across the country that are maintained for informational purposes.

Change: no longer created-- rleimkuehl, 26 September 2016

Slide Library (Series 0254-288)

Description: Slides documenting various museum activities, artifacts, and exhibits which are maintained for convenience of reference.

Change: no longer created-- rleimkuehl, 26 September 2016

Subject Files - Cataloging (Series 0256-288)

Description: Bibliographies and other printed research materials used in cataloging museum artifacts.

Change: no longer created-- rleimkuehl, 26 September 2016

Subject Files - Personnel Administration (Series 0257-288)

Description: Variety of documents concerning personnel administration issues that affect the division.

Change: no longer created-- rleimkuehl, 26 September 2016

Curatorial

Exhibit Files - Non-Permanent Staff (Series 0242-288)

Description: Documentation regarding museum artifacts in the collection researched by grant employees or research historians maintained for exhibit purposes.
Change: no longer created-- rleimkuehl, 26 September 2016

Kansas Photo Album (Series 0243-288)

Description: Prints made of the photographs in the permanent and special exhibit galleries which are maintained for documentation purposes.
Change: no longer created-- rleimkuehl, 26 September 2016

Permanent Gallery (Phase 1) Files (Series 0244-288)

Description: Documents related to the development and implementation of the permanent gallery exhibits during the first design phase of the new museum.
Change: no longer created-- rleimkuehl, 26 September 2016

Permanent Gallery (Phase 1) Research Files (Series 0245-288)

Description: Documents containing the results of research conducted by historians used in the development of the permanent gallery exhibit interpretation during the first design phase of the new museum.
Change: no longer created-- rleimkuehl, 26 September 2016

Storage Files (Series 0246-288)

Description: Documentation relating to the design and implementation of the artifact storage vault which is used to answer questions that arise concerning the area.
Change: no longer created-- rleimkuehl, 26 September 2016

Subject Files (Series 0247-288)

Description: Variety of documents relating to curatorial interests and projects.
Change: no longer created-- rleimkuehl, 26 September 2016

Train Restoration Project Files (Series 0248-288)

Description: Documentation relating to the restoration of the railroad engine and several railroad cars donated by the Santa Fe Railroad for display in the new museum's permanent gallery.
Change: no longer created-- rleimkuehl, 26 September 2016

Director's Office

Subject Files (Series 0209-288)

Description: Wide variety of documents relating to the administration and operation of the museum.
Change: no longer created-- rleimkuehl, 26 September 2016

Exhibits

Permanent Exhibit Files (Series 0262-288)

Description: Prints of photos, copies of scripts and other documents related to exhibits in the museum's permanent gallery.

Change: no longer created-- rleimkuehl, 26 September 2016

Special Projects Files (Series 0264-288)

Description: Drawings, mock-ups, photos, and other materials relating to graphic work performed to create brochures, calendars, directories, signs, displays, etc. for special Historical Society projects.

Change: no longer created-- rleimkuehl, 26 September 2016

Registration

Accession Books (Series 0267-288)

Description: Register of artifacts accessioned into the museum's collections that records donor information, accession number, brief description of artifact, etc.

Change: records no longer created-- rleimkuehl, 05 October 2016

Inventory Files - Old (Series 0280-288)

Description: Incomplete lists compiled on certain collections in the museum holdings which provides some basic information.

Change: no longer created-- rleimkuehl, 26 September 2016

Packing Lists (Series 0287-288)

Description: Original packing lists maintained by the staff to ensure the integrity of the collection during the move to the new building.

Change: no longer created-- rleimkuehl, 26 September 2016

Unprocessed Collections from Sites Files (Series 0296-288)

Description: Documents relating to artifacts from the various sites which have not yet been processed.

Change: no longer created-- rleimkuehl, 26 September 2016

367-001

Kansas State University

Classified Salary Summary Records (Series 0015-367)

Description: Reports providing information on classified employee salaries, title codes, and the application process.

Change: records no longer created-- rleimkuehl, 12 October 2016

Promotion/Transfer Opportunities Files (Series 0050-367)

Description: Promotion and transfer list (PER-3 & 3a) notifying students and employees of job opportunities.

Change: records no longer created-- rleimkuehl, 12 October 2016

Superseded series

105-001

State Board of Healing Arts

Licensing Programs Administrative Records (Series 0006-105)

Description: General records related to the administration of all regulated professions' licensing programs: examinations, correspondence, lists of practitioners, information on schools, publications, etc.

Change: supersede to 0028-000-- rleimkuehl, 06 October 2016

288-003

Kansas State Historical Society
Education/Outreach Division

Monthly Statistics (Series 0185-288)

Description: Monthly statistics recording the number of tours, number of special event participants, number of workshops offered, etc. generated for use in compiling the annual report.

Change: 0016-000-- rleimkuehl, 26 September 2016

Volunteer Attendance Records (Series 0204-288)

Description: Monthly log listing the number of hours worked by each volunteer and the projects in which they were involved.

Change: superseded to general schedule-- rleimkuehl, 26 September 2016

Volunteer Files (Series 0200-288)

Description: Applications and other documentation relating to the recruitment and

retention of Kansas State Historical Society volunteers.
Change: superseded to general schedule-- rleimkuehl, 26 September 2016

Publications

Administration Records - General (Series 0165-288)
Description: Copies of documents regarding operations, policies, and plans of entire Society: correspondence, annual reports, planning documents, etc.
Change: superseded to general schedule 0004-000-- rleimkuehl, 26 September 2016

288-004
Kansas State Historical Society
Museum Division
Administration Section

Subject Files (Series 0255-288)
Description: Reports, publications, correspondence, notes, and other documents relating to the full range of museum activities.
Change: superseded to general schedule 0027-000-- rleimkuehl, 26 September 2016

Exhibits

Subject Files (Series 0265-288)
Description: Variety of documents relating to activities and responsibilities of the exhibits section.
Change: supersede to 0027-000-- rleimkuehl, 03 October 2016

Registration

Subject Files (Series 0293-288)
Description: Variety of documents relating to the activities and operations of the section.
Change: superseded to Genl Schedule-- rleimkuehl, 26 September 2016

Subject Files (Series 0293-288)
Description: Variety of documents relating to the activities and operations of the section.
Change: superseded to 0027-000-- rleimkuehl, 03 October 2016