

AGENDA
STATE RECORDS BOARD
4/20/2017
8:30 a.m.
Kansas State Historical Society
Center for Historical Research
6425 SW 6th Ave.
Executive Conference Room, 2nd Floor

1. Introductions and announcements
2. Minutes from previous meeting
3. Kansas State Board of Pharmacy ERP
4. Kansas Secretary of State
 - a. Revised Entries
5. Kansas Board of Veterinary Examiners
 - a. ERP
 - b. Revised Entries
 - c. Superseded Entries
6. Kansas State University
 - a. New Entries
 - b. Revised Entries
7. Kansas Department of Administration
 - a. New Entries
 - b. Revised Entries
 - c. Superseded Entries
8. Housekeeping changes:
 - a. Housekeeping
 - Department of Administration
 - Kansas State University
 - Secretary of State-Business Services
 - Kansas Board of Veterinary Examiners
 - b. Obsolete
 - Department of Administration
 - Kansas Board of Optometry Examiners
 - Secretary of State-Business Services
 - Kansas Board of Veterinary Examiners
 - c. Superseded to the general schedule
 - Department of Administration
 - Secretary of State
9. Other business:
 - a. Future meetings:
 - July 20, 2017
 - October 19, 2017
 - January 18, 2018

State Records Board

January 19, 2017

Executive Conference Room – Kansas Historical Society

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

Also present: Ryan Leimkuehler, Government Records Archivist (KHS)
Megan Rohleder, Electronic Records Archivist (KHS)
Mark Cole, Archives Specialist (KHS)
Stacey Serra, Legal Assistant (KREC)
Aspen Junge, Kansas Dept. of Health & Environment (KDHE)
Debora Clure, Kansas Dept. of Health & Environment (KDHE)
Marcus Meerian, Kansas Dept. of Health & Environment (KDHE)
Katelyn Radloff, Kansas Dept. of Health & Environment (KDHE)
Melissa Thompson, Records Manager, Sedgwick County

Via Phone: Cliff Hight, University Archivist, Kansas State University (KSU)
Sarah Easter, Kansas State Board of Technical Professions (KSBTP)

Meeting called to order at 8:34 a.m. and Ms. Mendoza began the introductions. Ms. Mendoza requested if there were any announcements for the board. Mr. Leimkuehler requested that the State General Schedule agenda item be moved to after Sedgwick County items. No further announcements were presented. No Motion required.

Minutes: Previous meeting minutes were reviewed. Ms. Mendoza provided copies of corrections to be made by KHS staff.

Motion: Ms. Chinn moved approval of meeting minutes as amended by Ms. Mendoza. Mr. Sowers seconded, unanimous approval of October 20, 2016 minutes as amended.

Kansas Department of Transportation: Ms. Rohleder presented the Electronic Records Committee (ERC) conditionally endorsed ERP for AASHTOWare Project plan software and briefly described how it manages all the information throughout the entire contract and construction cycle. Ms. Rohleder also informed the board that it is designed and maintained by transportation professionals for the transportation industry and complies with Federal Highway Administration, AASHTO standards and the industries best practices but also allows for state specific needs. Ms. Rohleder indicated that the revisions requested by the ERC to section B1 and C4 have been completed and since agency wanted to implement ERP first, that once

approved, housekeeping changes to the associated record series be updated to reflect record copy is now electronic. Mr. Veatch indicated that the important part of ERC revision was to ensure agencies have a clear audit logs and trails to maintain the integrity of their electronic records. Ms. Mendoza asked about the previously approved record series 0312-1276 and the restriction of K.S.A. 45-221(a)(45) and that there might be one more specific to use for highway plans and K.S.A. 45-221(a)(12) would probably suffice. Ms. Rohleder made note of this for future series revisions.

Motion: Mr. Veatch moved to approved, Mr. Michael seconded, unanimous approval to approve presented ERP.

Kansas Real Estate Commission: Ms. Rohleder presented the KREC ERP for MyLicense Office and stated that it is an identical plan that has already been presented and approved by the board for the Kansas Board of Healing Arts and Kansas Board of Cosmetology. Ms. Rohleder indicated that there are no associated record series listed, since KREC had a previously board approved ERP that the agency wants to replace with MyLicense Office. No further discussion by board.

Motion: Ms. Chinn moved to approve ERP as presented. Mr. Sowers seconded, unanimous approval.

Kansas Department of Health and Environment: Mr. Leimkuehler explained that in the process of scanning their currently scheduled records, the Bureau of Environmental Remediation identified a new records series. This new series manages records about inactive tank facilities, leaking or not and are stored separately from the compliance or leaking tank files and should be archived permanently. Ms. Mendoza inquired about the restrictions. Ms. Junge explained that although majority are business operators, there may be some family businesses that run under individual social security numbers and possible tax information and why restrictions K.S.A. 45-221(a)(14)(30) were listed. Ms. Mendoza then asked about K.S.A. 45-221(a)(49). It was determined that restriction was not needed since just communication between agency and facility operator. The last question by Ms. Mendoza concerned the remarks section and use of wording, "If files not accepted by the archives, they must be returned to the agency." Mr. Leimkuehler indicated that he has discussed this with Mr. Veatch and the archives will accept records and will remove wording from remarks section.

Motion: Mr. Michael moved to approve new series with amended restrictions listed as K.S.A. 45-221-(a)(14)(30)(45) and remarks section updated. Mr. Sowers seconded. Unanimous approval as amended.

Kansas State University (KSU) – Mr. Leimkuehler indicated that agency is continuing to work on updating their schedule and to better reflect current business practice, series 0002-367 should be superseded into series 0001-367. Ms. Rohleder then presented the ERP for ImageNow and gave a brief description of the software. Ms. Rohleder also explained that the system is used campus wide, and in addition to the listed series that would be effected by this ERP, more records series will be presented at later dates. Ms. Rohleder also explained that the ERC endorsed the plan with revisions to section D regarding the backup and disaster recovery plan.

Mr. Wilson (KSU) indicated that they will revise a new recovery process and test and will update the committee once it is completed.

Motion: Mr. Veatch moved approval of the submitted ERP recognizing that agency will establish and test back up and disaster plan. Ms. Chinn seconded, unanimous approval as submitted.

Motion: Mr. Sowers moved to approve superseding series 0002-367 to series 0001-367. Mr. Veatch seconded, unanimous approval.

Kansas Board of Technical Professions: Ms. Rohleder began by presenting the MyLicense Office ERP that the agency wants to implement and is one the board has seen before. Ms. Rohleder also indicated there are 15 series tied to this ERP. Ms. Mendoza indicated that for series 0019-663, restrictions should be corrected to K.S.A. 45-221(a)(6)(9), 5 USC Sec. 552.

Motion: Ms. Chinn moved to approve ERP as presented and make corrections to restrictions. Mr. Veatch seconded, unanimous approval.

Ms. Rohleder then moved to the new record series. Indicated that agency had identified these new records series and presenting to the board to reflect current business practices. Ms. Mendoza indicated that series 0023-663 and series 0024-663 didn't require K.S.A. 45-221(a)(1) and it could be removed. Ms. Mendoza also inquired about description of Renewal Records. Ms. Rohleder indicated that she noted that and should read, "Records related to the renewal of professional and business entity licenses"

Motion: Mr. Michael moved to approve as amended, Ms. Chinn seconded. Unanimous approval.

Ms. Rohleder then moved on to discuss the revised schedule entries. Revisions done to reflect current business practices, minor adjustments to retention periods, and additional restrictions added. Ms. Mendoza questioned the restriction K.S.A. 45-221(a)(1)(14)(30) for series 0004-663. Ms. Easter indicated that in some cases, correspondence may be kept and why K.S.A. 45-221(a)(14) added and K.S.A. 45-221 (a)(30) was added to be overly cautious. After discussion determined that no restrictions were necessary and be changed to "None". Discussion moved to series 0018-663 and discussion determined the restrictions listed were correct and no changes required. Ms. Mendoza then asked Ms. Easter if the Freedom of Information Act citation for series 0019-663 was necessary. Determined that it wouldn't apply and restrictions should read, "K.S.A. (a)(1)(6)(9)(14)(30)". The board then moved on to discuss series 0022-663. It was determined that K.S.A. 45-221 (a)(30) should be replaced with more specific citation. Restrictions were amended to read, "K.S.A. (a)(1), K.S.A. 75-3520".

Motion: Mr. Sowers moved to approve revised entries as amended. Mr. Michael seconded, unanimous approval as amended.

Ms. Rohleder then presented series 0011-663 and that the agency requested it to be superseded into series 0018-663 to reflect their current business practices.

Motion: Mr. Veatch moved to approve superseding series 001-663 into series 0018-663, Mr. Sowers seconded. Unanimous approval by the board.

Sedgwick County Health Department/County General Schedule: Mr. Leimkuehler began by informing the board that the new proposed series had been vetted through the Sedgwick County legal department, Johnson County and Wyandotte Consolidated City/County Government. Ms. Mendoza indicated that for Adult Case Management Intensive Supervision Records that restriction K.S.A. 45-221(a)(1) should be added and that comments should read, "Retain full file for five years after case closed, then cull file and retain the following documents for 50 years: supervision agreement, payment records, UA records, disciplinary/grievance records, substance abuse, journal entries/motions/court records and correspondence, offender registry information, personal information such as automobile, employment, living arrangements, LSI-R, supervision plan, education, PSI/criminal records, psychological, intake data, photo and affidavit."

Motion: Mr. Sowers moved to approve new entry as amended. Ms. Chinn seconded, unanimous approval.

Mr. Leimkuehler then presented the Confirmation Notices/Responses new entry. Ms. Mendoza questioned that if correspondence is involved that K.S.A. 45-221 (a)(14) should be added. Discussion with Ms. Thompson, determined that records are actual post cards that are sent through the U.S. Mail and no restrictions would apply and to clarify description to read, "Notices sent to registered voters that provide certification of new voter registration, address updates, or confirmation of a change of address, and responses to the notices."

Motion: Ms. Chinn moved to approve new entry as amended. Mr. Michael seconded, unanimous approval.

Mr. Leimkuehler then moved to the Family and Medical Leave Act (FMLA) Records series. Ms. Thompson used the previously heard KSU schedule entry a template to address these records. Ms. Mendoza indicated that K.S.A. 45-221 (a)(1) would apply in this case and to corrected CFR citation.

Motion: Mr. Veatch moved to approve new series with restrictions to read, "K.S.A. 45-221(a)(1)(3)(30), 29 CFR 825.500(g)". Ms. Chinn seconded, unanimous approval to approve as amended.

Mr. Leimkuehler then moved to the revised schedule entries. Ms. Mendoza indicated that, like previously approved new series, K.S.A. 45-221 (a)(1) be added to both series 0002-119 and series 0004-119.

Motion: Mr. Sowers moved to approve as amended. Mr. Michael seconded, unanimous approval as amended.

State General Retention and Disposition Schedule: Mr. Leimkuehler indicated that from conversations with other agency records officers, that series 0040-000 and series 0041-000 didn't address records generated by agencies that provided training to external organization. Mr. Leimkuehler vetted the proposed entry through Kansas Bureau of Investigation, Kansas Department of Health and Environment, State Pharmacy Board, Kansas Highway Patrol and Kansas Board of Healing Arts and no one had any issue with adding the series. The board discussed different kinds of external training that may occur by different agencies. It was determined to change the description to say, "Correspondence, reports, and other records relating to the operation of agency sponsored training programs to external organizations and individuals."

Motion: Mr. Veatch moved to approve new entry as amended. Mr. Michael seconded, unanimous approval as amended.

The board reviewed the Housekeeping changes and accepted as presented.

Other Business: Mr. Veatch indicated that the SRB meeting number item was kept on the agenda as a reminder of previous discussions regarding this. After apprising the board of his research findings during the last board meeting, the need to eventually decide if board wants to change current practice. Mr. Veatch proposed coming up with a short explanation to include on website to help avoid some confusion and maintain the history of how numbers were determined. Ms. Mendoza agreed that a condensed version of his finding would be beneficial and to come up with something to present to the board so they could review and tweak the language.

Mr. Leimkuehler then gave the board a brief account of all the training activities that Public Records section has done. Mr. Leimkuehler also stated that in addition to training sessions, he is looking at the feasibility of conducting web hosting training sessions as well. Mr. Veatch indicated there has also been some discussion of reinstating the annual meeting reports. Mr. Veatch feels that it would be beneficial to all the agencies to see what other agencies are doing with regards to their records management.

Mr. Veatch then moved onto to discuss Microsoft Office 365. Indicated to the board that until the Kansas Historical Society has hands on experience with it, nothing to update the board on at this time.

Mr. Leimkuehler updated the board on discussions and activities with the State Board of Veterinarian Examiners. Explained that they are again their own agency and have been providing guidance on how to best handle and manage the records that have been transferred back to them in both paper and electronic form. There is some concern that they may again be absorbed into another agency but are continuing to go through and organize their records.

Mr. Veatch explained to the board that Preservica item is more of a KEEP update, and Preservica is just the product that is being used for the digital repository. Mr. Veatch indicated that the Kansas Historical Society is very close to be able to implement the software and will keep the board updated on the progress.

The final order of business was to confirm the proposed future meetings. With nothing further to discuss, the board adjourned at 10:15 a.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
April 20, 2017**

1. **Agency:** Kansas Secretary of State
2. **Records Officer:** Craig McCullah **Phone:** 785-296-4580
3. **Appraising Archivist(s):** Ryan Leimkuehler
4. **Date of Appraisal:** 04/10/2017
5. **a) Total records – No. of Series:** 4
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 3
d) Obsolete schedule entries – No. of Series: 1
e) Series superseded by other schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 3
7. **Appraisal Narrative:**

The Office of Elections and Legislative Matters are responsible for overseeing the administration of all national and state elections in Kansas. Records generated by these responsibilities include current and future elections, voter registration, candidate filing, and campaign finances.

The appraisal is based upon discussions with agency staff by the appraising archivist. The substantial changes to the Secretary of States retention schedule were focused on the Elections and Legislative Matters division. Series 0036-622 (Political Committee Reports) changed the retention from 4 to 1 year and clarified the format of those records. Series 0038-622 (State Candidates' Campaign Finance Reports) retention changed from permanent to 1 year and then transfer to archives annually. Series 0039-622 (Statements of Substantial Interest SSI) retention changed to 4 to 1 year to increase efficiency.

Retention/Disposition Schedule Entries

Revised Series

622-003

Secretary of State

Elections and Legislative Matters

Political Committee Reports (Series 0036-622)

Reports filed with the Secretary of State regarding federal and state political committees' campaign contributions as required by K.S.A. 25-4142 et seq.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 001 cldr yr

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-147

Last Surveyed 09 February 2006

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: Change from 4 years to 1 for efficiency added electronic records are also maintained.

State Candidates' Campaign Finance Reports (Series 0038-622)

Reports submitted by state candidates listing campaign contributions received and campaign expenses.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 001 cldr yr

Disposition: See Comments

Restrictions: None

Comments: Record copy is maintained electronically. Retain hard copy source documents for digital images until quality control completed, then destroy physical copy. Electronic record transferred to State Archives annually.

Schedule Authority: Agency Schedule

KAR Number 53-2-131

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: change from permanent to 1 year then archives for efficiency,

Statements of Substantial Interest (SSI) (Series 0039-622)

Statements submitted to the Secretary of State by public officers and employees disclosing financial interests and used to monitor potential conflicts of interest.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 001 cldr yrs

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule
KAR Number 53-2-136
Last Surveyed 01 July 2003
Record Copy: Electronic
Electronic Recordkeeping Plan Not Required
Remarks: rl: delete comments, change retention.

Revised Series

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
April 20, 2017**

1. **Agency:** Kansas Board of Veterinary Examiners
2. **Records Officer:** Jay Hedrick **Phone:** 785-456-8781
3. **Appraising Archivist(s):** Ryan Leimkuehler
4. **Date of Appraisal:** 04/10/2017
5. **a) Total records – No. of Series:** 14
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 10
d) Obsolete schedule entries – No. of Series: 2
e) Series superseded by other schedule entries – No. of Series: 2
6. **Archival/Permanent records – No. of Series:** 4
7. **Appraisal Narrative:**

The Kansas Board of Veterinary Examiners promotes public health, safety, and welfare relative to the practice of veterinary medicine. Their focus is to assure the public consumer that each licensed veterinarian and each registered veterinary technician is qualified, properly trained, and performing in accordance with the Kansas Veterinary Practice Act.

The appraisal is based upon discussions with agency staff by the appraising archivist. Most of the revisions are substantial in nature or complete revisions of the original schedule entry. Series 0010-700 (License Applications- In Process) should supersede into series 0014-700 (License Files) to improve efficiency. Series 0025-700 (Working Files – Investigator) should supersede into series 0008-700 (Investigation Files) to improve efficiency and reflect current business practice.

Retention/Disposition Schedule Entries

Revised Series

700-001

Kansas Board of Veterinary Examiners

Address Changes Files (Series 0001-700)

Form or postal card submitted by licensed veterinarians and veterinary technicians notifying the board of a change of address.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 1 fisc yr

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 04 August 1999

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: change retention period and clarify description

Complaint Files (Series 0003-700)

Complaints lodged by consumers regarding an individual veterinarian's and veterinary technician's services and/or misconduct and the board's decision.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: Portions may be restricted per K.S.A. 45-221(a)(1)(2)(3)(4)(6)(11)(14)(20)(25)(3). K.S.A. 47-849. K.S.A. 60-226, and K.S.A. 60-426.

Comments: Retain 1 fiscal year if no investigation, then destroy. If investigation continues, records shall be transferred to the investigation files.

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 04 August 1999

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: change retention period, clarify description, add restrictions

Hearing Files (Series 0006-700)

Documents relating to public hearings conducted by the board against veterinarians for alleged violations of the Kansas Veterinary Practice Act and any board action.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: Portions may be restricted per K.S.A. 45-221(a)(1)(2)(3)(4)(6)(11)(14)(20)(25)(30). K.S.A. 47-849. K.S.A. 60-226, and K.S.A. 60-426.

Comments: Retain 5 years after case is closed, then contact the State Archives for appraisal. If not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 07 October 1999

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: rl: revise comments, restrictions, and add format.

Investigation Files (Series 0008-700)

Documents relating to investigations and any resulting disciplinary actions taken by the board into allegations of violations or misconduct according to the Kansas Veterinary Practice Act.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: Portions may be restricted per K.S.A. 45-

221(a)(1)(2)(3)(4)(6)(11)(14)(20)(25)(30). K.S.A. 47-849. K.S.A. 60-226, and K.S.A. 60-426.

Comments: Retain precedent-setting investigation file records 5 years after case is closed, then contact the State Archives for appraisal. If not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 04 August 1999

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: rl: revise comments, add restrictions, update format.

Licenses Denied Files (Series 0013-700)

Documents relating to the board's decision to deny a license to an individual to practice veterinary medicine in the state of Kansas.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(1)(6)(9), 5 USC Sec. 522a

Comments: Retain until individual is approved or 5 years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 04 August 1999

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: rl: add restriction 45-221 was omitted for some reason, update format

Licensing Files (Series 0014-700)

Application and supporting documentation relating to licensing procedures as required by K.S.A. 47-824 and K.S.A. 47-829 to practice veterinary medicine in the state of Kansas.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: K.S.A. 45-221(a)(1)(6)(9)

Comments: Retain until individual no longer renews license plus 14 years then contact State Archives for appraisal. If not accepted then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 04 August 1999

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: rl: addition to description, revise comments, add restrictions, update format

Name Changes Files (Series 0016-700)

Correspondence and supporting documentation notifying the board of changes in the names of licensed veterinarians and veterinary technicians.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 1 fisc yr

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 04 August 1999

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: rl: clarify description, change retention

Premise Application Files (Series 0017-700)

Application and supporting documentation submitted to the board to register any animal hospital or clinic as required by K.S.A. 47-840 to ensure the health and safety of the animals.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 5 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 04 August 1999

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: change retention period, change disposition.

Unlicensed Veterinarian Files (Series 0020-700)

Correspondence and supporting documentation relating to individuals practicing veterinary medicine without a license or failed to renew his/her license as required by K.S.A. 47-834.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: K.S.A. 45-221(a)(1)(6)(9), 5 USC Sec. 522a

Comments: Retain 5 calendar years then contact the State Archives for appraisal. If not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 04 August 1999

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: change retention period, change disposition, add 45-221 it was omitted for some reason, change title.

Veterinary Technicians Files (Series 0021-700)

Application and supporting documentation relating to individuals applying to practice as veterinary technicians in the state of Kansas as required by K.S.A. 47-821.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(1)(6)(9)

Comments: Retain until no longer renewed plus 5 years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 04 August 1999

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: rl: change title, clarify description, change retention period, add restrictions.

Retention/Disposition Schedule Entries

Supersede-Other

700-001

Kansas Board of Veterinary Examiners

License Applications - In Process (Series 0010-700)

Application and supporting documentation submitted by individuals applying to practice veterinary medicine in the state of Kansas pending approval by the board.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: See Comments

Restrictions: KSA 45-221(a)(9)

Comments: Retain until application is approved and transfer to Licensing Files. If application is disapproved, transfer file to the Licenses Denied Files and retain accordingly.

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 04 August 1999

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: rl: Superseded to Licensing Files 0014-700

Working Files - Investigator (Series 0025-700)

Documents relating to investigations in progress regarding allegations of violations or misconduct according to the Kansas Veterinary Practice Act.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain until investigation is completed, then transfer to Investigation and Hearing Files and retain accordingly.

Schedule Authority: Agency Schedule

KAR Number 53-2-122

Last Surveyed 04 August 1999

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: rl: Supersede into Investigation Files 0008-700

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
April 20, 2017**

1. **Agency:** Kansas State University
2. **Records Officer:** Cliff Hight **Phone:** 785-532-3420
3. **Appraising Archivist(s):** Ryan Leimkuehler
4. **Date of Appraisal:** 04/10/2017
5. **a) Total records – No. of Series:** 7
b) New series – No. of Series: 3
c) Revised existing series – No. of Series: 4
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 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 Office of the Registrar primarily manages records related to student academic activities.

The appraisal is based upon discussions with agency staff by the appraising archivist. To better reflect current business practices Kansas State University would like to add Paycheck Records, Payroll-Federal grant funding records, and Payroll Records to their schedule. The retention length for the Paycheck Records

entry is based on a memo from the state Department of Administration in 2009 (09-P-033). Payroll Records and Payroll-Federal grant funding records pertain to regular payroll and federal grant-funded payroll. Federal grant-funded payroll must be retained permanently based on federal funding requirements.

The revised schedules primarily are adding the ERP approved in the January 19, 2017 meeting of the SRB. Series 0070-367 (Employee Personnel Files) and 0047-367 (Employee Position Descriptions) add restrictions for personnel records.

Retention/Disposition Schedule Entries

New Series

367-001

Kansas State University

Paycheck Records (Series Unknown)

Records of payments to each employee by pay period. Series also includes W-2 records.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

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

Comments: Retain 50 calendar years plus current.

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

Schedule Authority: Agency Schedule

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: RL: Stored in ImageNow 01/19/2017. Retention based on 09-P-033 payroll memo 2009.

Payroll - Federal grant funding records (Series Unknown)

Records pertaining to payroll funded by federal grants, including payroll payments by account and payroll transfers with federal grants.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: Permanent

Disposition: Permanent

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

Comments: The Division of Human Capital Services is the office of record, and is the custodian for the existence of these records.

Schedule Authority: Agency Schedule

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Records stored in ImageNow 1/19/2017.

Payroll Records (Series Unknown)

Records pertaining to payroll, including payroll transfers without federal grants, fringe benefits, garnishments, payroll balance worksheets, payroll interface, employer tax reports, clearing accounts, and additional pay.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 10 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

Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: Stored in ImageNow 1/19/2017

Retention/Disposition Schedule Entries

Revised Series

367-001

Kansas State University

Academic Transcripts (Series 0001-367)

Records containing the permanent file of all classes attended and grades received by a student, and degrees awarded by institution.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: KSA 45-221(a)(1)

Comments: The office of the University Registrar is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 21 November 1994

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/06/2017 rleimkuehl: Clarification of title

01/27/2017 rleimkuehl: clarification of comments and description

04/11/2017 rleimkuehl: add ERP for records, revise description.

Accidental Injury Report (Series 0003-367)

Report prepared following an accidental injury to staff, students or faculty.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

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

Comments: Retain 5 years after termination of employee, then destroy.

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 Endorsed

Remarks: RL: Addition of HCS as office of record, removal of form number in description, records now stored in ImageNow 01/19/2017.

Employee Personnel Files (Series 0070-367)

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.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(4) and 45-215 to 45-223

Comments: Retain for person's length of employment, plus 65 calendar years.

The Division of Human Capital Services is the office of record, and is the custodian for the existence of these records.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 14 December 1994

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/12/2016 rleimkuehl: clarified description

RL: revision to comments, addition of restrictions, now stored in ImageNow 01/19/2017.

Employee Position Descriptions (Series 0047-367)

Formal descriptions of duties and other characteristics of particular employment positions and supporting documents.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

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

Comments: Retain until superseded plus 3 years.

Schedule Authority: Agency Schedule

KAR Number 53-2-103

Last Surveyed 24 November 1994

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: RL: addition of restriction, removal of form from description, stored in ImageNow 01/19/2017.

Recruitment Files (Series 0052-367)

Documents relating to the recruitment process to fill vacant positions.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 004 cldr yrs

Disposition: Destroy

Restrictions: Portions per 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: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: RL: removal of forms from description and addition of HCS in comments.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
April 20, 2017**

1. **Agency:** Kansas Department of Administration
2. **Records Officer:** Philip Michael **Phone:** 785-291-3013
3. **Appraising Archivist(s):** Ryan Leimkuehler
4. **Date of Appraisal:** 04/10/2017 a)
5. **Total records – No. of Series:** 27
 - b) **New series – No. of Series:** 1
 - c) **Revised existing series – No. of Series:** 16
 - d) **Obsolete schedule entries – No. of Series:** 6
 - e) **Series superseded by other schedule entries – No. of Series:** 4
6. **Archival/Permanent records – No. of Series:** 6
7. **Appraisal Narrative:**

The Department of Administration is a service agency whose customers are Kansas Taxpayers and fellow state employees and agencies.

Most of the changes pertain to the office of the Chief Financial Officer. The Chief Financial Officer's primary responsibility is the State of Kansas statewide central accounting and reporting. Specific activities include coordination with the independent auditors to complete the annual statewide audit, preparation of the Comprehensive Annual Financial Report (CAFR), preparation of the Schedule of Expenditures of Federal Awards (SEFA), and administration of the Delegated Audit Program of review and approval of expenditure transactions in excess of the agency delegated audit thresholds and the audit of agency accounting activities for compliance with statutes, regulations, policies, and generally accepted accounting principles. The Office also is responsible for providing guidance to Kansas municipalities on budgeting, accounting and reporting issues and statutory requirements and for receiving and reviewing municipal budgets and audits. Additionally, the Chief Financial Officer is charged with implementation of a program for Internal Control and Systems Audit.

The appraisal is based upon discussions with agency staff by the appraising archivist. KDofA is proposing Agency Service Desk Requests as a new series. It specifically handles records of agency service requests and the support provided for those issues. Most of the revised series specifically focus on the revision of restrictions, change of disposition, and changes to retention length.

Retention/Disposition Schedule Entries

New Series

173-002

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

Agency Service Desk Requests (Series Unknown)

Documentation of agency service requests and central response/resolution provided for issues submitted via service desk ticket.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 004 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(4)

Schedule Authority: Agency Schedule

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: new entry

Retention/Disposition Schedule Entries

Revised Series

173-002

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

Fiscal Records - Governor's Office (Series 0098-173)

Documents regarding all fiscal activities of the Office of the Governor: vouchers, inventory, payroll, accounting reports, warrant register printouts, daily, monthly, and annual accounting system reports, etc.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Archives

Restrictions: K.S.A. 75-104

Comments: Retain until expiration of current terms plus 3 years. (See KSA 75-104)

Schedule Authority: Agency Schedule

KAR Number 53-2-071

Last Surveyed 29 October 1985

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: addition of restriction, clarification of description, update format

**Administrative Services Section
Municipal Services Team**

Social Security Business Files (Series 0236-173)

Documents relating to the social security coverage (218 agreement) of municipal entities. These agreements are social security contracts with the federal government.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: 42 USC 418

Schedule Authority: Agency Schedule

KAR Number 53-2-181

Last Surveyed 30 October 2003

Record Copy: Paper

Remarks: 07/11/2014: revised description, added "on site" to retention information.

rl: updated restrictions

**Central Accounting Services
Appropriations/Master Lease Team**

1099 Records (Series 1014-173)

Copies of 1099 forms and supporting documentation filed with the Internal Revenue Service.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 007 cldr yrs

Disposition: See Comments

Restrictions: K.S.A. 45-221(a)(1) and 5 USC Sec. 552a

Comments: Returned paper copies are retained; Full file is stored electronically.

Schedule Authority: Agency Schedule

KAR Number 53-2-130

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: revise title, revise comments, update restrictions

Financial Integrity Team**Annual Financial Report** (Series 0158-173)

Report providing the financial position and operations of the various funds and the general long term obligation of the State for a particular fiscal year. K.S.A. 75-3735.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 fisc yrs

Disposition: See Comments

Restrictions: None

Comments: Transfer to archives annually and retain on website for 5 years.

Schedule Authority: Agency Schedule

KAR Number 53-2-125

Last Surveyed 31 December 2008

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: added comments, updated restriction/disposition.

Annual Financial Report - Work Papers (Series 0159-173)

Schedules, accounts analyses, and other documents used to prepare the annual financial report. Including benefit, canteen, trust funds reconciliation reports and statements; investment reconciliation of trust funds; all local bank accounts statements and reconciliations; agency submitted DA-XX forms for accounts receivable, capital assets, legal liabilities, other liabilities, non-monetary transactions, construction commitments, pollution remediation, service concession arrangements, SEFA, and all other CAFR workpapers.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-125

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: clarify description adding form examples, update format, change retention to 5 years.

Director, Office of the

Policy Files - Statewide Permanent Agency and Subject Files (Series 0188-173)

Correspondence, reports, directives, policy statements, and other documents related to division and department policy that have been extracted from Agency Correspondence & Misc. Subject Files series.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-072

Last Surveyed 29 July 1987

Record Copy: Paper

Remarks: rl: change retention/disposition, change title, and update format

Payroll

Court Ordered Withholding (COWs) (Series 1074-173)

Accounting records, remittance data, and document files for all court ordered withholdings including Chapter 60 and 61 garnishments, Income Withholding Orders, bankruptcy wage earner plans (WEP), IRS levies, and Federal student loan garnishments (CNG).

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(4)

Schedule Authority: Agency Schedule

KAR Number 53-2-147

Last Surveyed 20 January 2006

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: added restrictions, update record format

Federal Forms 1042 (Series 1075-173)

Forms and supporting documentation relating to Internal Revenue Service forms 1042.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(4)

Schedule Authority: Agency Schedule

KAR Number 53-2-147

Last Surveyed 19 January 2006

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: change title, remove form from description, add restriction

Federal W-2 and W-2C Reports (Series 1051-173)

W-2 and W-2C forms required to be filed with the Federal Internal Revenue Service.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 cldr yrs

Disposition: See Comments

Restrictions: K.S.A..45-221(a)(4)

Comments: Returned paper copies retained until April 15th then destroy; Full file is stored electronically.

Schedule Authority: Agency Schedule

Last Surveyed 03 April 2009

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/08/2013: Agency requests a shorter retention period, from 50 to 10 years.
rl: chage disposition/retention, add comments.

Income Withholding Orders (IWOs) for Terminated Employees (Series 1076-173)

Income withholding orders generated on terminated state employees.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 007 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(4)

Schedule Authority: Agency Schedule

KAR Number 53-2-147

Last Surveyed 20 January 2006

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: add restrictions, update format

SHaRP Paycheck Data by Employee (Series 1054-173)

KPAYSUM Report containing individual state employee paycheck information.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 008 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(4)

Schedule Authority: Agency Schedule

KAR Number 53-2-146

Last Surveyed 05 January 2006

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: rl: complete revise of title, description, restriction, comments.

Systems and Procedures Section

Forms Library (Series 0492-173)

Documents regarding forms revisions for Department of Administration agencies which contain documents regarding filings for Policy and Procedures Manual updates and revisions.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-072

Last Surveyed 30 October 1985

Record Copy: Paper

Remarks: rl: change retention/disposition

Policy and Procedures Manual Filings (Series 0505-173)

Files of each of the Department of Administration agencies which contain documents regarding filings for Policy and Procedures Manual updates and revisions.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-072

Last Surveyed 30 October 1985

Record Copy: Paper

Remarks: rl: change retention/disposition

Retention/Disposition Schedule Entries

Supersede-Other

173-002

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

Benefit Funds and Canteen Funds Reports (Series 0055-173)

Quarterly reports used to reconcile benefit fund reports and canteen fund reports to prior quarter's statement. Includes balance sheet and income statements, and change in balance fund statements.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 004 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-071

Record Copy: Unknown

Remarks: rl: supersede into 0159-173 part of annual report

Investment Reconciliation Reports (Series 0070-173)

Monthly summary reports received from the Pooled Money Investment Board and KPERS which report the earning and investments made by those agencies.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 004 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-071

Last Surveyed 15 June 1987

Record Copy: Unknown

Remarks: rl: supersede into 0159-173 part of annual report

Reconciliation of Trust Funds (Series 0085-173)

Semi-annual reports used for the reconciliation of SRS and Correctional Institution trust funds. Records reconcile previous bank statement balance to trust fund statement: DA-63, DA-65 and DA-66.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 004 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-071

Record Copy: Unknown

Remarks: rl: supersede into 0159-173 part of annual report

Director, Office of the

Subject Files - Miscellaneous (Series 0189-173)

Reference file regarding range of division functions not included in Agency Correspondence (see above): correspondence, reports, personnel records, publications, procedures, policies and speech text

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Retain in office until no longer active and then transfer to off-site storage.

Schedule Authority: Agency Schedule

KAR Number 53-2-072

Last Surveyed 29 July 1987

Record Copy: Unknown

Remarks: rl: redundant to be separated out from 0188-173 Policy Files

Housekeeping Changes Since 20 January 2017

14 April 2017

Housekeeping Edit

367-001
Kansas State University

Academic Transcripts (Series 0001-367)

Description: Records containing the permanent file of all classes attended and grades received by a student.

Change: add ERP for records-- rleimkuehl, 11 April 2017

Academic Transcripts (Series 0001-367)

Description: Records containing the permanent file of all classes attended and grades received by a student.

Academic Transcripts (Series 0001-367)

Description: Records containing the permanent file of all classes attended and grades received by a student.

Change: clarification of comments and description-- rleimkuehl, 27 January 2017

622-006
Secretary of State
Business Services

Apostilles Files (Series 0122-622)

Description: Documents relating to the verification of notary publics for foreign governments as required to be filed with the Secretary of State.

Change: Move to Business Services 622-006-- rleimkuehl, 09 February 2017

Business Agent Registrations (Series 0143-622)

Description: Registration documents submitted by a designated agent representing a labor union in contract negotiations and collective bargaining agreements as required by KSA 44-804.

Change: Move to Business Services 622-006-- rleimkuehl, 09 February 2017

Business Agent Registrations (Series 0066-622)

Description: Registration documents submitted by a designated agent representing a labor union in contract negotiations and collective bargaining agreements as required by K.S.A. 44-804.

Change: Move to Business Services 622-006-- rleimkuehl, 09 February 2017

Cemetery Annual Reports (Series 0001-622)

Description: Merchandise Trust Fund and Permanent Maintenance Trust Fund annual reports, audit materials, and supporting documents filed by all Kansas cemeteries that are not exempt pursuant to K.S.A. 17-1312. Information includes location, ownership, management, profit status, and financial statements.

Change: Move to Business Services 622-006-- rleimkuehl, 09 February 2017

Certificates of Manual Signatures (Series 0125-622)

Description: Certificates of manual signatures allowing public officials to use a signature stamp and required to be filed pursuant to K.S.A. 75-4001 through K.S.A. 75-4007.

Change: Move to Business Services 622-006-- rleimkuehl, 09 February 2017

Funeral Home Pre-Need Program Registration Records (Series 0004-622)

Description: Records documenting the registration of funeral homes which offer "pre-need" (pre-paid) funeral plans.

Change: Move to Business Services 622-006-- rleimkuehl, 09 February 2017

Labor Organizations Annual Reports (Series 0005-622)

Description: Annual financial reports of labor organizations operating in Kansas and filed with the Secretary of State as required by KSA 44-806.

Change: Move to Business Services 622-006-- rleimkuehl, 09 February 2017

Labor Organizations Files (Series 0054-622)

Description: Constitution and by-laws filed by labor organizations as required by KSA 44-805.

Change: Move to Business Services 622-006-- rleimkuehl, 09 February 2017

Notaries Public Files (Series 0055-622)

Description: Application submitted to the Secretary of State by an individual to register as a notary public in the state of Kansas.

Change: Move to Business Services 622-006-- rleimkuehl, 09 February 2017

Notary Public Complaints (Series 0135-622)

Description: Correspondence and accompanying documentation regarding complaints of notary misconduct which could result in the revocation of license..

Change: Move to Business Services 622-006-- rleimkuehl, 09 February 2017

700-001

Kansas Board of Veterinary Examiners

License Renewal Files (Series 0011-700)

Description: Form annually submitted by veterinarians to renew their license to practice veterinary medicine in the state of Kansas, as required by K.S.A. 47-829.

Change: update record format-- rleimkuehl, 13 April 2017

Obsolete

488-001

Board of Optometry Examiners

Cash Book (Series 0003-488)

Description: Disbursement journal of fees collected by the Board which also contains annual summaries of other data.

Change: rl:Records no longer generated-- rleimkuehl, 09 February 2017

Certificates (Series 0004-488)

Description: License certificates issued to optometrists authorizing practice in the state which were returned to the Board.

Change: records no longer generated-- rleimkuehl, 09 February 2017

Continuing Education Credit Files (Series 0006-488)

Description: Proof of continuing education credits required to be completed yearly by optometrists in order to fulfill requirements set by the Board.

Change: records no longer generated-- rleimkuehl, 09 February 2017

Licensing Application Files - Glaucoma (Series 0024-488)

Description: Documents relating to applications received by the Board of Optometry for licenses to treat Glaucoma in the state.

Change: records no longer generated-- rleimkuehl, 09 February 2017

Oral Examination Audio-tapes (Series 0013-488)

Description: Recordings of interviews conducted with prospective optometrists as one

segment of the licensing process.

Change: records no longer generated-- rleimkuehl, 09 February 2017

Registration Log (Series 0019-488)

Description: Log listing optometrists which was used to monitor proof of continuing education credits and fees paid each year.

Change: records no longer generated-- rleimkuehl, 09 February 2017

Registration and Renewal Database (Series 0017-488)

Description: Electronic log of optometrist registrations and annual license renewals which is used to monitor the yearly fee payments, whether or not the license was revoked or if the optometrist is deceased.

Change: records no longer generated-- rleimkuehl, 09 February 2017

Registration and Renewal Forms (Series 0018-488)

Description: Forms sent to optometrists and returned to the Board which are used to update personal information as well as registrations and renewals which monitor the yearly fee payments, revocations and deaths.

Change: records no longer generated-- rleimkuehl, 09 February 2017

Renewal Register (Series 0020-488)

Description: Register of annual renewals of optometrist licenses with information about revocations and deaths.

Change: records no longer generated-- rleimkuehl, 09 February 2017

622-006

Secretary of State

Business Services

Insignia Filings (Series 0142-622)

Description: Insignia registration filings and supporting documentation.

700-001

Kansas Board of Veterinary Examiners

Index Cards (Series 0007-700)

Description: Cards listing information on all licensed veterinarians in the state and maintained for convenience of reference.

Change: records no longer generated-- rleimkuehl, 13 April 2017

Licensed Premises - Working Files (Series 0012-700)

Description: Application and supporting documentation submitted by a facility for a veterinary premise license pending board approval.

Change: records no longer generated-- rleimkuehl, 13 April 2017

Superseded series

622-001

Secretary of State
Administration

Accounting and Prepaid Account Transactions (Series 0007-622)

Description: Variety of documents relating to the agency accounts.

Change: Refer to General Schedule 0002-000-- rleimkuehl, 09 February 2017

Employee Personnel Files (Series 0036-000)

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

Change: Supersede to 0036-000-- rleimkuehl, 09 February 2017

Employee Personnel Files - Convenience Copies (Series 0037-000)

Description: Copies of documents in agency's Employee Personnel Files associated with employment of specific personnel (applications, evaluations, background checks, etc.) maintained for convenience of reference.

Change: Supersede to 0037-000-- rleimkuehl, 09 February 2017

Employee Position Descriptions (Series 0038-000)

Description: Formal descriptions of duties and other characteristics of particular employment positions.

Change: Supersede to 0038-000-- rleimkuehl, 09 February 2017

Employee Time Report Records (Series 0039-000)

Description: Records documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, absence reports, sign-in/out sheets, etc.

Change: Supersede to 0039-000-- rleimkuehl, 09 February 2017

Employee Training Records (Series 0041-000)

Description: Correspondence, reports, and other records relating to the operation of agency sponsored training programs and to employee participation in training programs sponsored by external organizations.

Change: Supersede to 0041-000-- rleimkuehl, 09 February 2017

Employee Withholding Allowance Certificates (Series 0042-000)

Description: Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks.

Change: Supersede to 0042-000-- rleimkuehl, 09 February 2017

Employment Applications - Not Hired (Series 0043-000)

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

Change: Supersede to 0043-000-- rleimkuehl, 09 February 2017

Employment Eligibility Verification Form (Series 0044-000)

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

Change: Supersede to 0044-000-- rleimkuehl, 09 February 2017

Leave Requests (Series 0067-000)

Description: Internal forms used to request and authorize the taking of leave by employees.

Change: Supersede to 0067-000-- rleimkuehl, 09 February 2017

Payroll Adjustment Records (Series 0077-000)

Description: Copies of documents and supporting materials used to make adjustments in agency payroll accounts: forms AR-9, AR-10, DA-10, DA-10A, DA-21 series, DA-171 thru 177, DA-251 thru 262.

Change: Supersede to 0077-000-- rleimkuehl, 09 February 2017

Payroll Adjustment Records (Series 0077-000)

Description: Copies of documents and supporting materials used to make adjustments in agency payroll accounts: forms, AR-9, AR-10, DA-10A, DA-21 series, DA-171 thru 177, DA-251 thru 262.

Change: Supersede to 0077-000-- rleimkuehl, 09 February 2017

Payroll Deduction Authorization Records - General (Series 0078-000)

Description: Documents used to authorize various deductions from employee's pay:

insurance enrollments, GHI enrollments, KPERS enrollments, KPERS Annual Account Statements, dues deduction forms, etc.

Change: Supersede to 0078-000-- rleimkuehl, 09 February 2017

Payroll Direct Deposit Authorization Records (Series 0079-000)

Description: Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.

Change: Supersede to 0079-000-- rleimkuehl, 09 February 2017

Payroll Warrant Registers (Series 0080-000)

Description: Monthly listing of warrant checks issued to state agency employees for payroll purposes.

Change: Supersede to 0080-000-- rleimkuehl, 09 February 2017

SHaRP Reports (Series 0102-000)

Description: Computer reports concerning agency payroll issued on a periodic basis from the Division of Accounts and Reports to agencies in the Statewide Human Resources and Payroll Project.

Change: Supersede to 0102-000-- rleimkuehl, 09 February 2017

Speeches and Writings (Series 0103-000)

Description: Notes, drafts, and final versions of agency related speeches, articles, talks, and other formal public communications published or given at meetings and conferences.

Change: Supersede to 0103-000-- rleimkuehl, 09 February 2017

Travel Request and Authorization Records (Series 0118-000)

Description: Records related to employee travel: DA forms 25 (Request for Out of State Travel) and various internal documents.

Change: Supersede to 0118-000-- rleimkuehl, 09 February 2017

Vehicle Maintenance and Ownership Records (Series 0119-000)

Description: Documents related to the legal ownership and maintenance of agency vehicles: maintenance logs, legal titles, warranties, etc.

Change: Supersede to 0119-000-- rleimkuehl, 09 February 2017

Vendor Files (Series 0121-000)

Description: Records concerning purchases from specific vendors: invoices, correspondence, vouchers, ledger books and cards, etc.

Change: Supersede to 0121-000-- rleimkuehl, 09 February 2017

622-003

Secretary of State

Elections and Legislative Matters

Correspondence - Routine (Series 0028-000)

Description: Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures.

Change: Supersede to 0028-000-- rleimkuehl, 09 February 2017

622-006

Secretary of State

Business Services

Accounting Records (Series 0008-622)

Description: Variety of accounting records maintained by the agency regarding UCC filing registrations or requesting UCC searches.

Change: Supersede to 0002-000-- rleimkuehl, 09 February 2017

Correspondence - Routine (Series 0053-622)

Description: Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures: requests for information, letters of transmittal, etc.

Change: Supersede to 0028-000-- rleimkuehl, 09 February 2017

700-001

Kansas Board of Veterinary Examiners

Board Meeting Tapes (Series 0002-700)

Description: Tapes made during board meetings and used to transcribe minutes.

Change: Supersede to 0052-000-- rleimkuehl, 13 April 2017

Subject Files - Director (Series 0019-700)

Description: Variety of documents relating to the administration and operation of the board.

Change: Supersede to 0004-000-- rleimkuehl, 13 April 2017