



RECORDS RETENTION AND DISPOSITION SCHEDULE
CREATION & REVISION REQUEST FORM

Instructions

Name, phone, and email: Please provide the name, title, and preferred contact information of individual making request to revise existing schedule or create a new one.

Date of request: Complete with date when wishing to revise existing schedule or create a new one.

Agency code: fill in with agency six-digit code. First three digits are assigned by Division of Budget: e.g. 288 is Kansas State Historical Society. If second three digits are unknown, leave blank.

Subagency 1: Name of program, division, department, or unit directly under the agency for which this series applies. (This may include All Divisions.)

Subagency 2: Name of program, department, section, or other unit under the first sub-agency to which this series applies. If unknown/unnecessary, leave blank.

Series ID: List here the seven-digit code identifying the series. The first four digits are assigned sequentially by the State Archives when a series schedule is initially approved. The last three digits are the agency code assigned by the Division of Budget.

Series title (proposed): List here either the name of the existing series, or the proposed name for a new series. Note also any other names by which the group of records may be known.

Description of records: Provide a detailed description of the records found in this series. For what purpose are the records created? What types of materials are found in this series? (E.g. forms, correspondence, financial documents, etc.) Use as much space as needed; be as precise as possible, and spell out all acronyms. Assume that the reader knows nothing about the program and records you are describing.

Retention: Enter the total length of time the records will be kept by the agency. This includes any time in off-site storage. Identify is the retention is based upon calendar or fiscal years. Identify what the triggering event such as publication, case closure if one exists.

Disposition: Indicate whether these records should be destroyed or sent to the State Archives for enduring preservation. (Note: State Archives staff and the State Records Board will make final decision about disposition.)

Comments: Any other notes regarding this series that could not be filled in elsewhere. Is this an existing series with only a title or other minor change? Are there federal or state statutes governing how long these records must be kept or otherwise governing their maintenance? Are there specifications regarding how these records must be destroyed? Note these and other matters of importance here.

Access Restrictions: Do these records contain any private, confidential, or other information that should not be publicly accessible? If so, note what federal or state statute(s) applies (e.g. K.S.A. 45-221(a)(25)).

Vital record: Vital records are records that contain information required by an agency to continue functioning or to reestablish operations in the event of a disaster. Select yes or no if this series is vital.

Record copy format: Indicate if the records official copy is *paper, electronic, microfilm, A/V, and/or unknown format*.

Electronic Recordkeeping Plan required?: If the record copy is electronic and these records must be kept for ten years or more, the agency will need to complete an Electronic Recordkeeping Plan prior to the schedule being eligible for approval by the State Records Board. Select yes or no if the records meet the above criteria.

Electronic Recordkeeping Plan on file: Since an ERP can apply to multiple record series it is possible for there to already be one on file with the Kansas State Historical Society. If so, provide the title and date it was approved by the State Records Board.

REMEMBER: Contact State Archives staff if you have any questions or concerns!

Phone: 785-272-8681

Fax: 785-272-8682

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