AGENDA
STATE RECORDS BOARD
5/1/2014
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 Housing Resources Corporation: revised entry
4. Kansas Board of Nursing
   a. New entry
   b. Revised entries
5. Pooled Money Investment Board
   a. New entries
   b. Revised entries
6. Kansas Board of Pharmacy
   a. Electronic Recordkeeping Plan
   b. New entry
   c. Revised entries
   d. Superseded by other agency-specific entries
7. Kansas Historical Society
   a. Electronic Recordkeeping Plans
   b. New entries
   c. Superseded by other agency-specific entries
8. Kansas Department of Agriculture – Division of Animal Health
   a. Revised entry
   b. Superseded by other agency-specific entries
9. Kansas Board of Veterinary Examiners: revised entries
10. Local records: general schedule revised entry
11. Housekeeping changes
   a. Housekeeping edits:
      • Kansas Department of Agriculture
      • Office of the State Bank Commissioner
      • State Corporation Commission
      • Pooled Money Investment Board
   b. Obsolete entries:
      • Animal Health (now under Kansas Dept. of Agriculture)
      • State Corporation Commission
      • Ombudsman for Corrections
      • Kansas Parole Board (now under Kansas Dept. for Corrections)
      • Pooled Money Investment Board
   c. Superseded to the general schedule:
      • Animal Health (now under Agriculture)
• Ombudsman for Corrections
• Kansas Parole Board (now under Corrections)
• Board of Pharmacy
• Pooled Money Investment Board

12. Other business:
   a. Future meetings:
      • July 17, 2014
      • October 16, 2014
      • January 15, 2015
      • April 16, 2015
State Records Board, 23 January 2014
Executive Conference Room, Kansas Historical Society

Present:
Matt Veatch (Kansas State Historical Society (KSHS))
John Yeary (Secretary of Administration designee)
Pat Michaelis (KSHS Executive Director designee)
Lisa Mendoza, chair (Attorney General designee)
Bill Sowers (State Librarian designee)

Also present:
Glen Caspers (Office of the State Bank Commissioner (OSBC))
Diane Bellquist (OSBC)
John Hooker (Kansas Public Employees Retirement System (KPERS))
Brent Whitten (Kansas Department for Children and Families)
Dr. William Brown (Kansas Department of Agriculture-Division of Animal Health)
Sharon Wiedmaier (Office of Administrative Hearings)
Mary Beth Figgins (KSHS)
Holly Mitchell (Kansas Department of Veteran’s Affairs)
Kafer Peele (Veteran’s Affairs)
Mary Beth Green (KPERS)
Teresa Anderson (Johnson County)
Rick Scheuffler (Kansas Department of Agriculture)
Cheryl Whelan (Kansas State Department of Education)
Marcella Wiget (KSHS)

Ms. Mendoza called the meeting to order at 8:37 a.m. and began the introductions.

Previous meeting minutes: Ms. Mendoza noted one minor change.

Motion: Ms. Michaelis moved approval as amended, Mr. Yeary seconded, unanimous approval of previous meeting’s minutes as amended.

Office of Administrative Hearings (OAH): Several schedule entries for the office remained under the Department of Administration from before OAH became an independent agency. Many of these entries were copies of the general schedule, but others needed to be moved or superseded to other existing agency schedule entries.

Motion: Matt moved approval, Pat seconded, unanimous approval of entries as submitted.

Department of Corrections: The Ombudsman for Corrections is an abolished agency, and Corrections’ Central Office is dealing with legacy records in preparation for an office move. This series entry was originally scheduled to come to the State Archives; archives staff have reappraised and will be submitting to Corrections a deaccession order for records that had already been transferred.

Motion: Mr. Veatch moved approval, Mr. Yeary seconded, unanimous approval of entry as submitted.
Kansas Public Employees Retirement System (KPERS): The discussion began with the revised Electronic Recordkeeping Plan (ERP) from KPERS. KPERS was one of the first agencies to prepare an ERP.

**Motion:** Mr. Veatch moved approval, Mr. Yeary seconded, unanimous approval of ERP as submitted.

Discussion turned to the 150 year retention period after date of last retrieval. Mary Beth Green explained that the agency regularly will need to access records for pensioners and their descendants up to 100 years later, and that having access to those records helps the agency halt legal actions brought against them. She also noted that the agency holds records for over 50 million people and needs a date-based retention. The agency plans to work on updating their schedule as time permits over the next year.

**Motion:** Ms. Michaelis moved approval, Mr. Yeary seconded, unanimous approval of schedule entry as submitted.

Kansas State Department of Education: Due to the agency’s recent move from one office building to another, staff were finding records that had not been scheduled and needed to be destroyed, after determining that the State Archives did not want any of these records. Discussion turned to the retention period language in Career & Technical Education VE2 Programs/Pathways; the board recommended removing the “and/or delete” language from this entry.

**Motion:** Ms. Michaelis moved approval with the amended language, Mr. Yeary seconded, unanimous approval as amended.

Kansas Department of Veterans’ Affairs: This project started with cleaning up the general schedule entries out of their agency schedule and continued with agency’s records officer beginning to update their entire schedule. The agency is still in development regarding their membership database, so those records have not yet been dealt with on the schedule.

Ms. Mendoza questioned the revision from 22 years to 10 years on 0091-694, Members and Transfer Patients Medical Record; Kafer Peele explained that the clinical director, nursing director, and other high-level staff discussed this series and decided 10 years was long enough. Mr. Veatch pointed out that records management staff at the Historical Society have been hearing this retention length consistently from most agencies dealing with medical records.

**Motion:** Mr. Veatch moved approval, Mr. Yeary seconded, unanimous approval as submitted.

Kansas Corporation Commission: Ms. Wiget explained that the KCC is going through a revision process to update their entire schedule, starting with Conservation Division. The board questioned the retention change to 0250-143, Conservation Division Case Files – Production. They were also concerned no representative from the agency was present and felt that what was presented in the packet did not provide full context for all changes necessary for KCC and the Conservation Division. KCC has complex duties and responsibilities and the board was concerned about missing vital pieces of information.

**Motion:** Mr. Veatch moved tabling all entries and requested that the agency present a more fully integrated schedule revision to the board, Mr. Yeary seconded, unanimous approval of tabling all KCC entries.

Office of the State Bank Commissioner: Mr. Veatch commended Glen Caspers and the Bank Commissioner’s office for their work on revising the Electronic Recordkeeping Plan from its initial submission to the Electronic Records Committee and thinking through the issues involved in migrating to electronic recordkeeping.
Motion: Mr. Yeary moved approval, Mr. Sowers seconded, unanimous approval of ERP as submitted.

Discussion turned to the agency’s retention schedule revisions. Diane Bellquist explained that the agency had not revised their schedule since the early 2000s and it was time to do so. She noted that they could not find existing agency-specific or general schedule entries for legal opinions & memos or subpoenas and decided to hold both those series for 5 years after resolution and destroy, due to their attorney-client privileged status. She also noted that the State Archives requested some records, such as administrative interpretations, be sent to them. The director of Corporate Activities maintains banking division application logs in order to provide a snapshot to the OSBC board of all activity over the year.

Mr. Veatch questioned the 5 year retention on the legal opinions & memos, thinking that this seemed too short a period. Ms. Bellquist explained that these are all internal communications to commissioners and staff and that it is not a voluminous amount of paperwork, so the agency would not be opposed to holding onto these records for a longer period. From Ms. Bellquist’s explanation, the board determined to amend the description on this series to include the statement “Internal communications only from legal department to staff.” Ms. Mendoza also requested that all restrictions fields listing “Attorney-Client Privileged” state K.S.A. 60-426 instead.

Motion: Mr. Veatch moved approval of new entries as submitted, with the exception of Legal Opinions & Memos, Ms. Michaelis seconded, unanimous approval of these entries as submitted.

Motion: Mr. Veatch moved approval as amended on Legal Opinions & Memos, Mr. Sowers seconded, unanimous approval as amended.

Ms. Bellquist noted that generally when working through their existing schedule the agency looked hard at how long the records really needed to be kept, as well as analyzing permanent retention needs. Mr. Veatch questioned the tape recordings note in series 0007-094; Ms. Bellquist recommended in future the agency use an electronic recording device and save the .wav files, which Mr. Veatch discouraged if the agency maintains the minutes in a word processing document. The board recommended removing the sentence, “Tape recordings were the official record…” from this entry.

Mr. Yeary questioned the retention on 0005-094, Audits – Revenue Bond Issuers, wondering if that period was long enough. Ms. Bellquist explained that the current audit was the only one the agency looked at; previous audits were not necessary. She also noted that the agency has never seen an unacceptable debt service ratio, so this issue is somewhat theoretical.

Mr. Veatch questioned the use of “Permanent” versus “Transfer to archives” in disposition comments. Ms. Wiget explained this had been part of her discussions with OSBC staff. Discussion turned again specifically to 0007-094, Banking Board Files; while portions are restricted, Ms. Bellquist noted that generally the board’s meeting minutes state the board has gone into executive session rather than including the restricted information. Mr. Veatch requested these records be transferred to the State Archives, noting that the agency can also easily transfer these records electronically in future.

The board generally questioned charters’ of regulated entities permanency (0012-094); through discussion, it became apparent that the charters should really be part of other existing series schedule entries for failed or merged banks, and the agency will work to revise as necessary. Discussion led to how long examination work papers should be held; Mr. Yeary had concerns that if a bank fails, not being able to go back to that information could be problematic. Ms. Bellquist explained that if the agency expects litigation with that bank, they will put a hold on destruction of any records.

Motion: Mr. Veatch moved approval of revised entries with exception of Charters – Regulated Entities, which was tabled, and as amended for Banking Board Files & Public Guidance Documents. Mr. Yeary seconded, unanimous approval of these schedule entries.

Motion: Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of superseded by other agency-specific entries as submitted.
Ms. Wiget explained that most of the entries under discussion at the meeting related to the ERP requiring approval for the division’s cost-share information management system (CSIMS).

Motion: Ms. Michaelis moved approval, Mr. Veatch seconded, unanimous approval of CSIMS ERP as submitted.

Ms. Wiget explained that the new entry is an attempt to deal with the discussion from the last SRB meeting regarding conservation district records submitted upon request to the Conservation Commission. The districts will scan the records and forward them to the Division of Conservation. Ms. Mendoza questioned whether there were any legacy paper records to be dealt with, and Ms. Wiget indicated that those records have already been transferred to the State Archives. Mr. Veatch questioned upon whose request the records would be transferred to the State Archives. The board suggested revising comments language to read, “Records shall be maintained electronically and shall be offered annually to the State Archives for appraisal. Any legacy paper records will be transferred to the State Archives.”

Motion: Ms. Michaelis moved approval of new entry as amended, Mr. Veatch seconded, unanimous approval of new entry as amended.

Ms. Wiget noted that all the revised entries presented were related to the CSIMS. Ms. Mendoza was concerned regarding the retention language in the two contracts’ series and that contracts may be destroyed before the contract is completed. Those two entries were tabled for further discussion.

Motion: Ms. Michaelis moved approval, Mr. Sowers seconded, unanimous approval of revised entry 0012-634, Conservation Districts Organizational Files, as submitted.

Motion: Ms. Michaelis moved tabling, Mr. Yeary seconded, board tabled further discussion of Buffer Initiative and Cost Share Contracts.

Motion: Mr. Veatch moved tabling, Ms. Michaelis seconded, board tabled discussing superseding 0010-634 until the contracts are approved.

Motion: Mr. Veatch moved approval, Ms. Michaelis seconded, unanimous approval of superseding remaining schedule entries as submitted.

Legal: Legal staff will be using the Docuware system, which already has an approved ERP. Apparently the agency had several series for case files that a few years ago were consolidated into a single entry to be retained for 3 years before transfer to the archives for purging. The senior administrative assistant working for Legal has not followed this retention. As Legal staff began assessing their records to start the transfer process to BTCO for scanning, they discussed how best to handle their records. The staff looked at the Attorney General’s schedule, the general schedule, and other agencies’ schedules to create a working draft for revised schedule entries. They have not thrown anything away but hope that these entries will be approved; the records that will definitely be kept are already with BTCO for scanning, and the destroy boxes are being temporarily stored in an empty office.

Mr. Veatch requested clarification regarding those entries that noted 10 years after case closure the agency will offer copies to the State Archives. Mr. Scheuffler explained that no matter what, the agency will keep the records in-house permanently.

Mr. Veatch questioned the permanent retention of enforcement action files involving water rights. The consensus among Agriculture’s legal staff was that the agency must maintain these records, much like a register of deeds’ office would, because water rights are a kind of property rights. Mr. Scheuffler explained that the agency can flag these water rights’ files specifically so that Docuware knows not to delete those records.

Mr. Veatch questioned the retention on the revised entry 0297-046, Subject Files - Legal. Mr. Scheuffler explained that once all other records are removed to their appropriate series entry, all that
remains are internal memos that are generally retained until no longer useful. Rather than use that language, he decided to use an annual appraisal basis. Realistically these records are appraised when chief counsel changes.

Ms. Mendoza noted that the new entries do not deal with paper records that may not be scanned. Records management staff will add language to the comments in all these entries that “Paper records not scanned will follow the same retention and disposition.”

Motion: Ms. Michaelis moved approval as amended, Mr. Sowers seconded, unanimous approval of new entries as amended.

Motion: Mr. Veatch moved approval, Mr. Yeary seconded, unanimous approval of revised and superseded by other agency-specific entries as submitted.

Kansas Department of Agriculture – Animal Health:

Motion: Mr. Veatch moved approval, Ms. Michaelis seconded, unanimous approval of the USAHERDS ERP as submitted.

Dr. Brown noted that the agency’s schedule was broken into 58 entries, many broken down individually by disease (e.g. brucellosis, rabies, etc.), many of which have been eradicated for 15 years or more. In today’s business practices, everything is centered on the owner and the premise, and all information is funneled through that identifier. The USAHERDS information management system facilitates this kind of tracking well. The agency is performing legacy scanning and will be destroying paper records that are past their retention in order to help with the move from Topeka to Manhattan.

The agency is required to keep all registered brands permanently by statute, though Kansas is not a brand state, meaning that the state does not require brand inspection when a herd moves. The agency is working to scan the brand applications, though they are having some difficulties making sure all the information is captured in USAHERDS. Another state is working to develop software that will help with documenting brands, so Animal Health is waiting for that development to happen. Animal Health staff are also concerned about the physical applications once they’ve been digitized, though Dr. Brown is planning to move all the paper files with the division to Manhattan in June. Mr. Veatch and Dr. Brown both agreed to keep in touch regarding these records and potentially transferring them due to their intrinsic value to the State Archives.

Motion: Mr. Veatch moved approval, Mr. Yeary seconded, unanimous approval of new, revised, and superseded by agency-specific entries as submitted.

Housekeeping: The board accepted the report.

Other business: Ms. Wiget explained that archives staff required some minor language changes to their procedures in order to streamline superseding certain agency schedule entries to the general schedule and to allow for the migration of short-term, non-permanent records from other formats to electronic without prior board approval.

Motion: Mr. Veatch moved, Mr. Yeary seconded, unanimous approval of revised procedures.

Ms. Michaelis welcomed Mr. Sowers back after an extended absence. Mr. Veatch commended Ms. Wiget for her exceptional efforts to complete this board packet.

Meeting adjourned at 11:11 a.m.
1. **Agency:** Kansas Housing Resources Corporation

2. **Records Officer:** Katelyn Smith  
   **Phone:** 296-6626

3. **Appraising Archivist:** Marcella Wiget

4. **Date of Appraisal:** 6 February 2014

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

   f) **Series superseded by general schedule entries – No. of Series:** 0

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

7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0

8. **Appraisal Based Upon:**

   Email discussions with records officer.

9. **Appraisal Narrative:**

   The Kansas Housing Resources Corporation is requesting a reduction in retention length for contract renewal records.
Retention/Disposition Schedule Entries

175-004
Kansas Housing Resources Corporation
Asset Management
Financial

Contract Renewal Records (Series 0023-175)
Documents detailing property contract renewals.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 005 cldr years
Disposition: Destroy
Restrictions: KSA 45-221(a)(1)(30); 5 USC 552a
Schedule Authority: Agency Schedule
KAR Number 53-2-140
Last Surveyed 22 September 2004
Record Copy: Unknown
Remarks: 09/22/2004: new entry
02/06/2014: agency requested retention period change from 13 years total to 5 years total.
1. **Agency:** Kansas Board of Nursing

2. **Records Officer:** Carol Moreland  
   **Phone:** 296-5036

3. **Appraising Archivist:** Marcella Wiget

4. **Date of Appraisal:** 21 March 2014

5. a) **Total records – No. of Series:** 6
    
    b) **New series – No. of Series:** 1
    
    c) **Revised existing series – No. of Series:** 5
    
    d) **Obsolete schedule entries – No. of Series:** 0
    
    e) **Series superseded by other schedule entries – No. of Series:** 0
    
    f) **Series superseded by general schedule entries – No. of Series:** 0

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

7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0

8. **Appraisal Based Upon:**

   Discussions with agency records officer.

9. **Appraisal Narrative:**

   The Kansas Board of Nursing requests revising their retention and disposition schedule to include some currently unscheduled records and to revise retention length for renewal and reinstatement records to a shorter timeframe. These are all short-term electronic records.
482-001
Board of Nursing

Abandoned Applications (Series Unknown)
Abandoned applications for licensure and renewal/reinstatement of professional licenses.

Entry Status: Draft
Recommended Status: Approve As New
Retention Period: See comments
Disposition: Destroy
Restrictions: KSA 45-221(a)(1)(9)
Comments: Image. Retain paper application in office 1 calendar year, then destroy. Retain imaged copy 6 calendar years, then delete.

Schedule Authority: Agency schedule
Last Surveyed 17 March 2014
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Retention/Disposition Schedule Entries

482-001
Board of Nursing

Advanced Practice Registered Nurse License Renewal and Reinstatement Applications
(Series 0058-482)
Applications and supporting documentation relating to the biennial renewal of professional licenses as required by KSA 65-1117.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 06 cldr yrs
Disposition: Destroy
Restrictions: None
Comments: Image. Retain paper application and imaged copy 6 years, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-098
Last Surveyed 21 February 2012
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 2/28/12- Revised title to include and reinstatement applications. Revised comments and shortened retention period to 3 renewal cycles, or 6 calendar years. Added restriction.
03/19/2014: Revised title to include license type name change, clarified retention and disposition comments.

Licensed Mental Health Technician License Renewal and Reinstatement Applications
(Series 0060-482)
Applications and supporting documentation relating to the biennial renewal of professional licenses as required by KSA 65-1117.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 06 cldr yrs
Disposition: Destroy
Restrictions: None
Comments: Image. Retain paper copy and scanned images for 6 calendar years, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-098
Last Surveyed 21 February 2012
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 2/28/12- Revised title to include reinstatement applications. Revised comments and shortened retention period to 3 renewal cycles, or 6 calendar years. Added restriction.

Licensed Practical Nurse License Renewal and Reinstatement Applications (Series 0061-482)
Applications and supporting documentation relating to the biennial renewal of professional licenses as required by KSA 65-1117.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 006 cldr yrs
Disposition: Destroy
Restrictions: None
Comments: Image. Retain paper application and imaged copy 6 calendar years, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-098
Last Surveyed 17 March 2014
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
03/19/2014 mwiget: Revised retention period down from 10 to 6 calendar years, or 3 renewal cycles. Also noted paper and electronic formats and included reinstatements in series title.

Registered Nurse Anesthetist License Renewal and Reinstatement Applications (Series 0062-482)
Applications and supporting documentation relating to the biennial renewal of professional licenses as required by KSA 65-1117.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 006 cldr yrs
Disposition: Destroy
Restrictions: None
Comments: Image. Retain paper copy and scanned images 6 calendar years, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-098
Last Surveyed 21 February 2012
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 2/28/12- Revised title to include reinstatement applications. Revised comments and shortened retention period to 3 renewal cycles, or 6 calendar years. Added restriction.

Registered Nurse License Renewal and Reinstatement Applications (Series 0059-482)
Applications and supporting documentation relating to the biennial renewal of professional licenses as required by KSA 65-1117.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 06 cldr yrs
Disposition: Destroy
Restrictions: None
Comments: Image. Retain paper copy and scanned image for 6 calendar years, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-098
Last Surveyed 21 February 2012
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 2/28/12- Revised title to include reinstatement applications. Revised comments and
shortened retention period to 3 renewal cycles, or 6 calendar years. Added restriction.
KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 1, 2014

1. Agency: Pooled Money Investment Board

2. Records Officer: Karen Stattelman Phone: 296-3701

3. Appraising Archivist: Marcella Wiget

4. Date of Appraisal: 4 April 2014

5. a) Total records – No. of Series:

b) New series – No. of Series: 8

c) Revised existing series – No. of Series: 3

d) Obsolete schedule entries – No. of Series: 1 [see housekeeping report]

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

f) Series superseded by general schedule entries – No. of Series: 1 [see housekeeping report]

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

7. Records Eligible for Immediate Transfer to Archives – No. of Series: 0

8. Appraisal Based Upon:

Discussions with agency records officer.

9. Appraisal Narrative:

Pooled Money Investment Board’s records officer is continuing to update her agency’s retention and disposition schedule, a project she had to set aside for a while to complete other tasks. There are several currently unscheduled records which the agency would like to destroy, as well as some revisions to existing entries, including noting format changes from paper to electronic.
Retention/Disposition Schedule Entries

671-001
Pooled Money Investment Board

Agricultural Production Loan Program (Series Unknown)
Record of payments by Kansas banks and memos to the State Treasurer's Office (STO) Cashier.

Entry Status: Draft
Recommended Status: Approve As New
Retention Period: 010 fisc years
Disposition: Destroy
Restrictions: K.S.A. 75-3520(a)(1)
Comments: This program is managed through the State Treasurer's Office.
Schedule Authority: Agency schedule
Last Surveyed 29 March 2013
Record Copy: Paper
Remarks: 03/29/2013: new entry. The hard copies are kept 10 years as the maximum length of a loan is 8 years. In the event of a disaster, a copy of the software and data that is used to administer the program and track payments is stored off-site.
04/12/2013: Entry tabled until specific statutory information can be determined regarding restrictions.
03/12/2014: revised restriction note. Some banks use individual's SSN as CD number; payment information includes the individual's name and CD number.

Audit workpapers (Series Unknown)
Documentation compiled for auditors.
Entry Status: Draft
Recommended Status: Approve As New
Retention Period: 003 fisc yrs
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency schedule
Last Surveyed 31 March 2014
Record Copy: Paper
Remarks: 03/31/2014: new entry.

Cash Balance Worksheets (Series Unknown)
Worksheet used to determine funds to be invested in repurchase agreements.
Entry Status: Draft
Recommended Status: Approve As New
Retention Period: 006 months
Disposition: Destroy
Restrictions: None
Comments: State Treasurer's Office maintains the official cash balance worksheets.
Schedule Authority: Agency schedule
Last Surveyed 31 March 2014
Record Copy: Paper
Remarks: 03/31/2014: new entry.

**Home Loan Deposit Program** (Series Unknown)
Record of payments by Kansas banks and memos to State Treasurer's Office (STO) Cashier.
Entry Status: Draft
Recommended Status: Approve As New
Retention Period: 022 fisc years
Disposition: Destroy
Restrictions: K.S.A. 75-3520(a)(1)
Comments: This program is managed through the State Treasurer's Office.
Schedule Authority: Agency schedule
Last Surveyed 29 March 2013
Record Copy: Paper
Remarks: 03/29/2013: new entry. The hard copies are kept 22 years as the maximum length of a loan is 20 years. In the event of a disaster, a copy of the software and data that is used to administer program and track payments is stored off-site.
04/12/2013: Entry tabled until specific statutory information regarding restrictions can be added.
03/12/2014: revised restriction note. Some banks use individual's SSN as CD number; payment information includes the individual's name and CD number.

**Reconciliations to Centralized Accounting System** (Series Unknown)
Reconciliations of the Pooled Money Investment Portfolio (PMIP) Fee Fund, Municipal Investment Pool (MIP), and interest accounts to the Kansas enterprise accounting and financial reporting system.
Entry Status: Draft
Recommended Status: Approve As New
Retention Period: 001 fisc yr
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency schedule
Last Surveyed 31 March 2014
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 03/31/2014: new entry.

**Repurchase agreements** (Series Unknown)
Documentation of investment details, collateral detail, and dealer confirmations for repurchase agreements for idle funds and Healthcare Stabilization Fund.
Entry Status: Draft
Recommended Status: Approve As New
Retention Period: 003 fisc yrs
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency schedule
Last Surveyed 31 March 2014
Record Copy: Paper
Remarks: 03/31/2014: new entry.

Trade Tickets (Series Unknown)
Documentation provided by the dealer summarizing details of a security purchase and confirmation of the trade.
Entry Status: Draft
Recommended Status: Approve As New
Retention Period: 003 fisc yrs
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency schedule
Last Surveyed 31 March 2014
Record Copy: Paper
Remarks: 03/31/2014: new entry.

Trading Blotters (Series Unknown)
Internal report that summarizes daily investment activity.
Entry Status: Draft
Recommended Status: Approve As New
Retention Period: 001 fisc yr
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency schedule
Last Surveyed 31 March 2014
Record Copy: Paper
Remarks: 03/31/2014: new entry.
Retention/Disposition Schedule Entries

671-001
Pooled Money Investment Board

ADB Rate and Administrative Fees (Series 0019-671)
Spreadsheet used in calculation of 1) average daily balance (ADB) rate that determines the monthly interest earned by state agencies as mandated by legislature and 2) monthly state, Municipal Investment Pool (MIP) and Health Care Stabilization Fund (HCSF) administrative fees for investment management services.

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 003 fisc yrs
Disposition: Destroy
Restrictions: None
Comments: Reports from other systems used for data input purposes will be retained for 1 fiscal year.

Schedule Authority: Agency Schedule
KAR Number 53-2-102
Last Surveyed 31 March 2014
Record Copy: Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 03/31/2014: revised title and description, added comment, noted electronic format.

Investment Accounts (Kansas Bank CDs) (Series 0035-671)
Documents relating to funds invested in Kansas banks via certificate of deposits.

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 003 fisc yrs
Disposition: Destroy
Restrictions: None

Schedule Authority: Agency Schedule
KAR Number 53-2-102
Last Surveyed 29 March 2013
Record Copy: Paper
Remarks: 08/07/1992: new entry. 03/29/2013: revised series title and description, and restrictions information. In the event of a disaster, a copy of the software which is used to administer program and track certificates of deposit is stored off-site. 04/12/2013: entry tabled until specific statutory information could be discovered regarding restrictions. 03/10/2014: records officer did more research and discovered no confidential data is actually included on these records.

Report Workpapers (Series 0001-671)
Documents used in the preparation of management, Board, and annual reports.
Entry Status: Ready for SRB
**Recommended Status:** Revise  
**Retention Period:** 003 fisc yrs  
**Disposition:** Destroy  
**Restrictions:** None  
**Schedule Authority:** Agency Schedule  
**KAR Number** 53-2-102  
**Last Surveyed** 31 March 2014  
**Record Copy:** Paper  
**Remarks:** 03/31/2014: revised series description, retention period.
1. **Agency:** Kansas Board of Pharmacy

2. **Records Officer:** Jackie Yingling  
   **Phone:** 296-6504

3. **Appraising Archivist:** Marcella Wiget, Matt Veatch

4. **Date of Appraisal:** April 2014

5. a) **Total records – No. of Series:** 20
   
   b) **New series – No. of Series:** 1
   
   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:** 9
   
   f) **Series superseded by general schedule entries – No. of Series:** 6  
      [see housekeeping report]

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

7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0

8. **Appraisal Based Upon:**
   
   Discussions with Pharmacy staff, review of records.

9. **Appraisal Narrative:**

   The Kansas Board of Pharmacy is continuing its work to move in a more purely electronic recordkeeping direction. The agency’s Electronic Recordkeeping Plan (ERP) was endorsed by the Electronic Records Committee at their March 2014 meeting. Discussions are continuing between Pharmacy and State Archives staff regarding how and what to transfer electronically to the archives. Certain records that had been scheduled to come to the archives have been revised for destruction or retaining permanently in-house.
Retention/Disposition Schedule Entries

531-001
Board of Pharmacy

Legal Summary Orders for Complaint or Disciplinary Cases (Series Unknown)
Legal summary order documents issued to pharmacists, technicians, pharmacies, and other businesses by the Kansas Board of Pharmacy showing the disciplinary action taken on investigations and complaints that resulted in a violation.

Entry Status: Draft
Recommended Status: Approve As New
Retention Period: Permanent
Disposition: Permanent
Restrictions: None
Comments: Orders are publicly available on Board of Pharmacy website pursuant to USC 552A and K.S.A. 45-221; see also 0006-531, Complaint Case Files/Disciplinary Orders for complete records of investigations.
Schedule Authority: Agency schedule
Last Surveyed 14 April 2014
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 04/14/2014: new entry. Records are stored electronically in two separate locations: Board of Pharmacy website and with the board's licensing database, which has an endorsed ERP.
<table>
<thead>
<tr>
<th>Retention/Disposition Schedule Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>531-001</strong> Board of Pharmacy</td>
</tr>
<tr>
<td><strong>Complaint Case Files/Disciplinary orders</strong> (Series 0006-531)</td>
</tr>
<tr>
<td>Includes complaint forms, investigative reports, alcohol/drug evaluations, medical records, legal orders and other correspondence and related materials for pharmacists, pharmacy technicians, interns, pharmacies and other businesses regarding complaints and investigations conducted on behalf of the Board of Pharmacy.</td>
</tr>
<tr>
<td><strong>Entry Status:</strong> Ready for SRB</td>
</tr>
<tr>
<td><strong>Recommended Status:</strong> Revise</td>
</tr>
<tr>
<td><strong>Retention Period:</strong> Permanet</td>
</tr>
<tr>
<td><strong>Disposition:</strong> Permanent</td>
</tr>
<tr>
<td><strong>Restrictions:</strong> Portions restricted per U.S.C. Sec. 552A and K.S.A. 45-221.</td>
</tr>
<tr>
<td><strong>Schedule Authority:</strong> Agency Schedule</td>
</tr>
<tr>
<td><strong>KAR Number</strong> 53-2-068</td>
</tr>
<tr>
<td><strong>Last Surveyed</strong> 14 April 2014</td>
</tr>
<tr>
<td><strong>Record Copy:</strong> Paper</td>
</tr>
<tr>
<td><strong>Remarks:</strong> 04/24/1986: new entry. 04/14/2014: revised title, added description and restrictions, revised retention and disposition from archival transfer to retaining permanently in-house. Agency plans to move to electronic recordkeeping.</td>
</tr>
<tr>
<td><strong>Drug Destruction Inventories</strong> (Series 0009-531)</td>
</tr>
<tr>
<td>Includes U.S. Drug Enforcement Agency Form with detailed inventory list of controlled substance drugs that a registrant is surrendering.</td>
</tr>
<tr>
<td><strong>Entry Status:</strong> Ready for SRB</td>
</tr>
<tr>
<td><strong>Recommended Status:</strong> Revise</td>
</tr>
<tr>
<td><strong>Retention Period:</strong> See comments</td>
</tr>
<tr>
<td><strong>Disposition:</strong> See comments</td>
</tr>
<tr>
<td><strong>Restrictions:</strong> None</td>
</tr>
<tr>
<td><strong>Comments:</strong> Original is sent to U.S. Drug Enforcement Agency; Kansas Board of Pharmacy does not keep copies. If any copies are made, destroy once originals are sent to the U.S. D.E.A.</td>
</tr>
<tr>
<td><strong>Schedule Authority:</strong> Agency Schedule</td>
</tr>
<tr>
<td><strong>KAR Number</strong> 53-2-068</td>
</tr>
<tr>
<td><strong>Last Surveyed</strong> 14 February 2014</td>
</tr>
<tr>
<td><strong>Record Copy:</strong> Paper</td>
</tr>
<tr>
<td><strong>Remarks:</strong> 04/24/1986: new entry 02/14/2014: added description, revised retention and disposition information, noted record copy format.</td>
</tr>
<tr>
<td><strong>Registration Files / Licensing Information System</strong> (Series 0029-531)</td>
</tr>
<tr>
<td>Electronic system containing data and imaged documents for licensing records of pharmacies, non-resident pharmacies, county health departments, analytical laboratories, ambulance operators, research and teaching institutions, manufacturers, distributors, institutional drug rooms, durable medical equipment and retail dealers, pharmacists, pharmacy interns, pharmacy</td>
</tr>
</tbody>
</table>

21 April 2014
technicians, and other individuals and entities regulated through the Kansas Board of Pharmacy. Records typically include application for license, license renewal information, inspection reports, legal summary orders, and other related records.

**Entry Status:** Ready for SRB  
**Recommended Status:** Revise  
**Retention Period:** Permanent  
**Disposition:** Permanent  
**Restrictions:** Portions may be restricted per USC Sec. 552A and K.S.A. 45-221.  
**Comments:** Retain electronic copy permanently. Retain paper copy until quality assurance of electronic copy has been performed, then destroy. Transfer electronic copy of cancelled Pharmacists records to State Archives 2 years after cancellation.  

**Schedule Authority:** Agency Schedule  
**KAR Number** 53-2-178  
**Last Surveyed** 14 April 2014  
**Record Copy:** Electronic  

**Electronic Recordkeeping Plan Endorsed**  
**Remarks:** 10/21/2013: revised title, description, and retention information. Currently paper is the record copy; agency intends to convert to purely electronic recordkeeping in next several months.  
04/14/2014: revised description to include all licensing types; revised retention and disposition to permanent and revised accompanying comments to allow for electronic recordkeeping. ERP was endorsed by ERC at their March 2014 meeting. If approved, this entry will supersede 0023-531, 0028-531, 0034-531, and 0042-531, as well as covering licensing types for technicians and interns.  

**Surrendered Pharmacist Registration (or license) Certificates** (Series 0038-531)  
Original wall certificates issued to Pharmacists that have been surrendered and returned to the Kansas Board of Pharmacy.  
**Entry Status:** Ready for SRB  
**Recommended Status:** Revise  
**Retention Period:** 002 cldr yrs  
**Disposition:** Destroy  
**Restrictions:** None  
**Comments:** Retain on-site at Board of Pharmacy for 2 years and then destroy.  
**Schedule Authority:** Agency Schedule  
**KAR Number** 53-2-068  
**Record Copy:** Unknown  
**Remarks:** 04/24/1986: new entry.  
04/07/2014: added description, revised retention period, changed disposition from Archives to Destroy.  

21 April 2014
RetentionPolicy/Disposition Schedule Entries

531-001
Board of Pharmacy

Inspection Data Record Books (Series 0014-531)
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Archives
Restrictions: None
Comments: Retain until no longer useful and then transfer to archives.
Schedule Authority: Agency Schedule
KAR Number 53-2-068
Last Surveyed 14 January 2014
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 04/24/1986: new entry
01/27/2014: supersede into 0029-531, revised entry for Licensing Information System.

Inspection Files (Series 0015-531)
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: See Comments
Restrictions: None
Comments: See Registration and Inspection Files.
Schedule Authority: Agency Schedule
KAR Number 53-2-068
Last Surveyed 14 January 2014
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 04/24/1986: new entry
01/27/2014: supersede into 0029-531, revised entry for Licensing Information System.

Inspection Reports (Series 0016-531)
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: 005 cldr yrs
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-068
Last Surveyed 14 January 2014
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 04/24/1986: new entry
01/27/2014: supersede into 0029-531, revised entry for Licensing Information System.

Registration (or License) Files - Cancelled Pharmacists (Series 0023-531)
Application for license and related documents for cancelled pharmacists. Also includes intern registration (or license application) and biennial renewal application files.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: 10 fiscal years after nonrenewal
Disposition: Archives
Restrictions: K.S.A. 45-221 (a)(1)(6)(9), 5 USC Sec. 522a
Schedule Authority: Agency Schedule
KAR Number 53-2-178
Last Surveyed 14 April 2014
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 10/21/2013: revised title, added description. Currently paper is the record copy; agency intends to convert to purely electronic recordkeeping in next several months. 04/14/2014: supersede into 0029-531, revised entry for Licensing Information System.

Registration (or License) Files - Pharmacists (Foreign Graduates) (Series 0024-531)
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Archives
Restrictions: KSA (a)(1)(6)(9), 5 USC Sec. 522a
Comments: Retain 10 years after refection or nonrenewal and then transfer to archives.
Schedule Authority: Agency Schedule
KAR Number 53-2-068
Last Surveyed 14 January 2014
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Registration (or License) Renewal Applications (all categories) (Series 0027-531)
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain those for retail dealers 2 years after expiration and then discard, retain those in all other categories 5 years after expiration and then discard.
Schedule Authority: Agency Schedule
KAR Number 53-2-068
Last Surveyed 14 January 2014
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 04/24/1986: new entry
Registration Files - Cancelled Nonresident Pharmacies (Series 0042-531)
Includes application for license, license renewal information, inspection reports and other related documents for cancelled nonresident pharmacies.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See comments
Disposition: Destroy
Restrictions: None
Comments: Retain on-site at Board of Pharmacy for 2 years after cancellation and then destroy.
Schedule Authority: Agency schedule
KAR Number 53-2-178
Last Surveyed 10 October 2013
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 10/21/2013: new entry. Currently paper is the record copy; agency intends to convert to purely electronic recordkeeping in next several months.
04/14/2014: supersede into 0029-531, revised entry for Licensing Information System.

Registration Files - Cancelled Resident Pharmacies (Series 0034-531)
Includes application for license, license renewal information, inspection reports and other related documents for cancelled resident pharmacies.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain on-site at Board of Pharmacy for 2 years after cancellation and then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-178
Last Surveyed 14 April 2014
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 10/21/2013: revised title and retention; added description. Currently paper is the record copy; agency intends to convert to purely electronic recordkeeping in next several months.
04/14/2014: supersede into 0029-531, revised entry for Licensing Information System.

Registration and Certification Files - Interns (Series 0028-531)
Includes application for Pharmacy Intern license.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: See comments
Restrictions: KSA 45-221, USC Sec 552A
Comments: Retain on-site at Board of Pharmacy for 7 years from issuance, and then destroy if not transferred into registration (or license) file for pharmacist.

Schedule Authority: Agency Schedule

KAR Number 53-2-068

Last Surveyed 14 April 2014

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

02/11/2014: added description, revised retention and disposition comments. Series applies only to Intern files that are not transferred to the Pharmacist file, i.e. intern does not receive his/her Pharmacist license.
04/14/2014: supersede entry into 0029-531, revised entry for Licensing Information System.
1. **Agency:** Kansas Historical Society

2. **Records Officer:** Marcella Wiget **Phone:** 272-8681

3. **Appraising Archivist:** Pat Michaelis, Bob Knecht,

4. **Date of Appraisal:** 10 April 2014

5. **a) Total records – No. of Series:**
   
   **b) New series – No. of Series:** 3

   **c) Revised existing series – No. of Series:** 0

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

   **e) Series superseded by other schedule entries – No. of Series:** 1

   **f) Series superseded by general schedule entries – No. of Series:** 0

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

7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0

8. **Appraisal Based Upon:**

   Discussions with agency staff.

9. **Appraisal Narrative:**

   The Kansas Historical Society has several electronic recordkeeping systems containing significant permanent data that had not yet been appropriately scheduled. Electronic Recordkeeping Plans for some of these systems were approved at the March 2014 Electronic Records Committee meeting. There is also an outstanding discrepancy issue regarding unpaid internship files that the agency would like to correct.
Retention/Disposition Schedule Entries

288-002
Kansas State Historical Society
Library and Archives Division

Kansas Places reference system (Series Unknown)
Series of reference databases providing information about places located in Kansas, prepared to assist historians, genealogists, and other researchers. Includes but is not limited to county histories; indexes of “Dead Towns” in Kansas, Kansas cities and townships, locations of cemeteries, locations of post offices; and other information transcribed or compiled by Kansas Historical Society staff and volunteers.

Entry Status: Draft
Recommended Status: Approve As New
Retention Period: Permanent
Disposition: Permanent
Restrictions: None
Schedule Authority: Agency schedule
Last Surveyed: 11 March 2014
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 03/17/2014: new entry. ERP approved at March 2014 ERC meeting.

Patron Registration Database (Series Unknown)
Database generated on patrons who register to use the reference services at the Kansas Historical Society.

Entry Status: Draft
Recommended Status: Approve As New
Retention Period: 010 fisc yrs
Disposition: Destroy
Restrictions: K.S.A. 45-221(a)(23)
Schedule Authority: Agency Schedule
Last Surveyed: 14 March 2007
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 03/14/2007: revised entry.
04/10/2014: ERP approved at March 2014 ERC meeting.

288-XXX
Kansas State Historical Society
Multiple subunits/subunit not defined

Collections Management System (Series Unknown)
Set of applications designed to manage the diverse paper-based, audio-visual, and three-dimensional collections of the Kansas State Archives, Research Collections, and Kansas Museum of History by providing a centralized repository of information about their physical and
intellectual content, location, and condition.

**Entry Status:** Draft  
**Recommended Status:** Approve As New  
**Retention Period:** Permanent  
**Disposition:** Permanent  
**Restrictions:** K.S.A. 45-221(a)(7)(8)  
**Schedule Authority:** Agency Schedule  
**Last Surveyed:** 14 March 2007  
**Record Copy:** Electronic  
**Electronic Recordkeeping Plan Endorsed**  
**Remarks:** 03/14/2007: new entry  
03/17/2014: revised to include museum object collections, added restriction. ERP approved at March 2014 ERC meeting.
Intern Files (Series 0452-288)
Applications, resumes, and other documentation relating to the recruitment and retention of Kansas State Historical Society interns.

Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 45-221(a)(6) and (a)(30)
Comments: Retain 5 years after termination, then destroy. For non-selected candidates, retain until no longer useful.

Schedule Authority: Agency Schedule
KAR Number 53-2-156
Last Surveyed 30 June 2008
Record Copy: Paper
04/09/2014: supersede to 0043-288 and 0455288 for unpaid internship files, accepted and unaccepted.
KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
May 1, 2014

1. **Agency:** Kansas Department of Agriculture – Division of Animal Health

2. **Records Officer:** Dr. William Brown  **Phone:** 296-2326

3. **Appraising Archivist:** Marcella Wiget

4. **Date of Appraisal:** 19 March 2014

5. 
   a) **Total records – No. of Series:** 19
   b) **New series – No. of Series:** 0
   c) **Revised existing series – No. of Series:** 1
   d) **Obsolete schedule entries – No. of Series:** 3 [see housekeeping report]
   e) **Series superseded by other schedule entries – No. of Series:** 13
   f) **Series superseded by general schedule entries – No. of Series:** 2 [see housekeeping report]

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

7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0

8. **Appraisal Based Upon:**
   
   Discussions with Animal Health staff.

9. **Appraisal Narrative:**

   Division of Animal Health staff were revisiting their retention schedule and realized certain schedule entries had not been dealt with at an earlier State Records Board meeting. Many of these entries can now also be accounted for through the division’s electronic system, which has an approved Electronic Recordkeeping Plan. Another request is to reduce one entry’s retention length in order to keep it in line with related schedule entries.
Retention/Disposition Schedule Entries

055-003
Animal Health Department
Disease Control

Livestock Market Charts (Series 0034-055)
Form and supporting documentation completed by a veterinarian on blood test conducted on all livestock to ensure the health of each animal before sale.

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 005 cldr yrs
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-119
Last Surveyed 29 October 1998
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 03/19/2014: revised retention period down from 7 to 5 years, which is what is required for individual animal traceability. Records are mostly paper-based currently, division intends to move to electronic format.
Retention/Disposition Schedule Entries

055-001
Animal Health Department
Administration

Subject Files - Management (Series 0011-055)
Variety of documents relating to the administration and operation of the agency.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Archives
Restrictions: None
Comments: Retain until no longer useful, then transfer to the archives for purging.
Schedule Authority: Agency Schedule
KAR Number 53-2-119
Last Surveyed 18 March 2014
Record Copy: Unknown
03/18/2014: Supersede to appropriate agency-specific and general retention schedule entries.

055-002
Animal Health Department
Animal Facilities Inspection

Subject Files (Series 0024-055)
Variety of documents relating to the operation and administration of the division.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Archives
Restrictions: None
Comments: Retain until no longer useful, then transfer to the archives for purging.
Schedule Authority: Agency Schedule
KAR Number 53-2-119
Last Surveyed 29 October 1998
Record Copy: Unknown
03/18/2014: supersede to appropriate general and agency-specific schedule entries.

055-003
Animal Health Department
Disease Control

Brucellosis Quarantine Files - Breeding Swine (Series 0025-055)
Form completed by a licensed veterinarian testing a breeding swine as required before each sale which reacted to the agglutination blood test and requires testing the entire herd.

**Entry Status:** Ready for SRB  
**Recommended Status:** Supersede (Other)  
**Retention Period:** See Comments  
**Disposition:** See Comments  
**Restrictions:** None  
**Comments:** Transfer to the appropriate Swine Herd Licensing File and retain accordingly.  
**Schedule Authority:** Agency Schedule  
**KAR Number** 53-2-119  
**Record Copy:** Paper, Electronic  
**Electronic Recordkeeping Plan Endorsed**  
**Remarks:** 04/15/1999: new entry  
03/18/2014: supersede to 0316-046, Animal Health Information Management System.

**Brucellosis Quarantine Files - Cattle** (Series 0026-055)  
Form sent to cattle owners listing cattle which reacted to the agglutination blood test required before sale and then requires testing the entire herd.  
**Entry Status:** Ready for SRB  
**Recommended Status:** Supersede (Other)  
**Retention Period:** See Comments  
**Disposition:** See Comments  
**Restrictions:** None  
**Comments:** Transfer to appropriate Cattle Herd Licensing File and retain accordingly.  
**Schedule Authority:** Agency Schedule  
**KAR Number** 53-2-119  
**Last Surveyed** 29 October 1998  
**Record Copy:** Paper, Electronic  
**Electronic Recordkeeping Plan Endorsed**  
03/18/2014: supersede to 0316-046, Animal Health Information Management System.

**Brucellosis Quarantine Files - Feeder Pig** (Series 0027-055)  
Form letter sent to an owner indicating that a feeder pig reacted to the brucellosis agglutination blood test.  
**Entry Status:** Ready for SRB  
**Recommended Status:** Supersede (Other)  
**Retention Period:** 003 fisc yrs  
**Disposition:** Destroy  
**Restrictions:** None  
**Schedule Authority:** Agency Schedule  
**KAR Number** 53-2-119  
**Last Surveyed** 29 October 1998  
**Record Copy:** Paper, Electronic  
**Electronic Recordkeeping Plan Endorsed**  
03/18/2014: supersede to 0316-046, Animal Health Information Management System.
Brucellosis Quarantine Files - Feedlots (Series 0028-055)
Form completed by veterinarian testing swine in feedlots as required before each sale which had reacted to the agglutination blood test and requires testing of the entire herd.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: See Comments
Restrictions: None
Comments: Transfer to appropriate Swine Feedlot/Confinement Licensing File and retain accordingly.
Schedule Authority: Agency Schedule
KAR Number 53-2-119
Last Surveyed 29 October 1998
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
03/18/2014: supersede to 0316-046, Animal Health Information Management System.

Brucellosis Stabilized Suspect Cattle File (Series 0029-055)
Form completed by licensed veterinarian retesting suspected cattle for brucellosis which verifies that the animals are not a brucellosis threat.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Transfer to appropriate Cattle Herd Licensing File and retain accordingly.
Schedule Authority: Agency Schedule
KAR Number 53-2-119
Last Surveyed 29 October 1998
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
03/18/2014: supersede to 0316-046, Animal Health Information Management System.

Brucellosis Stabilized Suspect Swine File (Series 0030-055)
Form completed by a licensed veterinarian retesting suspected swine for brucellosis which verifies that the animal is not a brucellosis threat.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: See Comments
Restrictions: None
Comments: Transfer to appropriate Swine Herd Licensing File and retain accordingly.
Schedule Authority: Agency Schedule
KAR Number 53-2-119
Last Surveyed 29 October 1998
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
03/18/2014: supersede to 0316-046, Animal Health Information Management System.

Calf Quarantine File (Series 0031-055)
Form completed by a licensed veterinarian requiring an owner to quarantine calves that are entering the state to ensure their health and prevent possible infection of a herd.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: 003 fisc yrs
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-119
Last Surveyed 29 October 1998
Record Copy: Paper, Electronic

Certified Poultry Flock Testers File (Series 0054-055)
Application and supporting documentation relating to individuals seeking to become a certified poultry flock tester.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain until inactive plus 3 years, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-136
Last Surveyed 23 September 2003
Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed
03/18/2014: supersede to 0316-046, Animal Health Information Management System.

Poultry Test Files (Series 0057-055)
Reports submitted by owners of show birds verifying the health of the bird.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: 003 cldr yrs
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-136
Last Surveyed 23 September 2003
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 03/19/2014: supersede with 0316-046, Animal Health Information Management System.

**Pseudo Rabies Virus (PRV) Swine Quarantine Files** (Series 0035-055)
Form completed by a licensed veterinarian testing swine for PRV as required before sale which reacted positively and requires testing the entire herd.

**Entry Status:** Ready for SRB  
**Recommended Status:** Supersede (Other)  
**Retention Period:** See Comments  
**Disposition:** See Comments  
**Restrictions:** None  
**Comments:** Transfer to appropriate Swine Herd Licensing File and retain accordingly.

**Schedule Authority:** Agency Schedule  
**KAR Number** 53-2-119  
**Last Surveyed** 29 October 1998  
**Record Copy:** Paper, Electronic  
**Electronic Recordkeeping Plan Endorsed**

Remarks: 03/19/2014: supersede with 0316-046, Animal Health Information Management System.

**Suspected Brucellosis Quarantine Form** (Series 0036-055)
Form completed by licensed veterinarian noting a cattle or swine reaction to an agglutination blood test which requires retesting until a negative or strain 19 result is achieved.

**Entry Status:** Ready for SRB  
**Recommended Status:** Supersede (Other)  
**Retention Period:** See Comments  
**Disposition:** See Comments  
**Restrictions:** None  
**Comments:** Transfer to appropriate Cattle or Swine Herd Licensing File and retain accordingly.

**Schedule Authority:** Agency Schedule  
**KAR Number** 53-2-119  
**Last Surveyed** 29 October 1998  
**Record Copy:** Paper, Electronic  
**Electronic Recordkeeping Plan Endorsed**

Remarks: 03/19/2014: supersede with 0316-046, Animal Health Information Management System.
1. **Agency:** Kansas Board of Veterinary Examiners

2. **Records Officer:** Sarah Byrne  
   **Phone:** 785-456-8781

3. **Appraising Archivist:** Marcella Wiget

4. **Date of Appraisal:** 18 April 2014

5. a) **Total records – No. of Series:** 2
   b) **New series – No. of Series:** 0
   c) **Revised existing series – No. of Series:** 2
   d) **Obsolete schedule entries – No. of Series:** 0
   e) Series superseded by other schedule entries – No. of Series: 0
   f) Series superseded by general schedule entries – No. of Series: 0

6. **Archival/Permanent records – No. of Series:** 1

7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 1

8. **Appraisal Based Upon:**

   Discussions with agency staff.

9. **Appraisal Narrative:**

   The Kansas Board of Veterinary Examiners is preparing to move this spring/summer to Manhattan from Wamego, in conjunction with its transition to a sub-agency under the Kansas Department of Agriculture – Division of Animal Health. Veterinary Examiners intends to use Agriculture’s instance of Docuware to retain its records electronically, which has an approved Electronic Recordkeeping Plan. The agency is requesting to revise two of its schedule entries in preparation for this move.
Retention/Disposition Schedule Entries

700-001
Kansas Board of Veterinary Examiners

License Renewal Files (Series 0011-700)
Form annually submitted by veterinarians to renew their license to practice veterinary medicine in the state of Kansas, as required by KSA 47-829.

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 001 fisc yr
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-122
Last Surveyed 10 April 2014
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 04/17/2014 mwiget:

Subject Files - Director (Series 0019-700)
Variety of documents relating to the administration and operation of the board.

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: See Comments
Disposition: See comments
Restrictions: None
Comments: Retain until no longer useful, 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: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
04/18/2014: revised retention and disposition comments; revised recordkeeping format to include electronic formats. Records will be maintained in Kansas Department of Agriculture's instance of Docuware, which has an approved ERP.
1. **Agency:** Local Government – General Schedule

2. **Records Officer:**
   
   **Phone:**

3. **Appraising Archivist:** Marcella Wiget, Julie Temple (intern)

4. **Date of Appraisal:** 10 April 2014

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
   
   f) **Series superseded by general schedule entries – No. of Series:** 0

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

7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0

8. **Appraisal Based Upon:**
   
   Discussions with county records management staff, legal research.

9. **Appraisal Narrative:**

   Johnson County Human Resources staff indicated from research they had conducted that due to changes in the Fair and Accurate Credit Transaction Act, background checks would need to be retained longer than current general schedule states for not-hired applicants.
Employment Applications - Not Hired (Series 0032-100)
Applications and supplementary materials, including background checks, submitted by unsuccessful applicants for employment.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: See comments
Disposition: Destroy
Restrictions: Portions may be restricted under KSA 45-221(a)(4)(30), KSA 22-4701 et seq.
Comments: Retain for 003 calendar years, then destroy. If background check was performed, retain for 006 calendar years, then destroy.
Schedule Authority: General Schedule
KAR Number 53-2-137
Last Surveyed 10 April 2014
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 04/10/2014: revised retention comments and restrictions.
Housekeeping Changes Since 17 January 2014
23 April 2014

Housekeeping Edit

046-001
Department of Agriculture
Office of the Secretary
Legal Section

Subject Files - Legal (Series 0297-046)
Description: Records relating to activities of the Legal Section, including research
results, review results, opinions, memoranda, and reports.
Change: Revised sub-agency name to conform with other entries.-- mwiget, 24
January 2014

094-001
Office of the State Bank Commissioner

Banking Board Files (Series 0007-094)
Description: Agenda, minutes, summaries of bank applications, correspondence, tape
recordings, etc. documenting bank related activities conducted at the monthly board
meetings.
Change: Revised KAR number to reflect 2014 SRB meeting approval date.-- mwiget,
24 January 2014

143-050
State Corporation Commission
Conservation Division

Fuel Outlook (Series 0076-143)
Description: Monthly reports/news releases concerning fuel supplies and prices in the
state issued by the KCC.
Change: Revised sub-agency information.-- mwiget, 10 March 2014

671-001
Pooled Money Investment Board

Certificate of Indebtedness (Series 0009-671)
Description: Certificate issued by the Pooled Money Investment Board authorizing the state treasurer to overextend available monies from the general fund by withdrawing money from other funds, as required by KSA 75-3725a.
Change: Corrected typo in title, corrected statute number in description.-- mwiget, 31 March 2014

Obsolete

055-003
Animal Health Department
Disease Control

Daily Federal Brucellosis Report Form (Series 0032-055)
Description: Copy of form completed by the agency and submitted to the USDA listing brucellosis test results conducted on large animals at Livestock Markets or tested privately by owners.
Change: Agency staff indicate this series is no longer created.-- mwiget, 19 March 2014

Suspected Brucellosis Quarantine Index (Series 0037-055)
Description: Index compiled on the cattle and swine which reacted to agglutination blood tests but are not absolutely confirmed as testing positive for brucellosis.
Change: Agency staff indicate this series is no longer created.-- mwiget, 19 March 2014

055-006
Animal Health Department
Licensing

Garbage Feedlot Licensing File (Series 0043-055)
Description: Application and supporting documentation relating to operators applying to feed garbage to feedlot animals as required by KSA 47-1307 to ensure the health and safety of the animals and the public.
Change: Agency staff indicate this series is no longer created; garbage is no longer allowed to be fed to feedlot animals.-- mwiget, 19 March 2014

143-050
State Corporation Commission
Conservation Division

Conservation Bank Files (Series 0035-143)
Description: Documents related to the Kansas Conservation Bank's administration of federal cash rebates and subsidies to individuals making energy conservation improvements to their homes.
Change: Revised sub-agency information; staff also confirmed this series is obsolete.-- mwiget, 10 March 2014

Petroleum Violation Escrow (PUE) Plans, Proposals, and Correspondence (Series 0119-143)
Description: Documents related to restitutionary funds awarded to the state for violations of federal petroleum regulations.
Change: Agency staff indicate this series is no longer created.-- mwiget, 10 March 2014

147-001
Ombudsman for Corrections

Employee Grievance Files (Series 0006-147)
Description: Documents relating to employee complaints and allegations and any resulting action taken by the agency to remedy the situation.
Change: Agency no longer exists.-- mwiget, 29 January 2014

Historical Files (Series 0009-147)
Description: Minutes, correspondence, etc. relating to the establishment of the agency.
Change: Agency no longer exists.-- mwiget, 29 January 2014

Inmate Complaint Database (Series 0010-147)
Description: Inmate complaints gathered and stored electronically and used to generate reports and track files.
Change: Agency no longer exists.-- mwiget, 29 January 2014

Monthly and Semi-Annual Activity Reports (Series 0014-147)
Description: Computer generated statistical reports detailing the types of complaints received, action taken, facilities, etc. and distributed to the governor and legislature to keep them informed.
Change: Agency no longer exists.-- mwiget, 29 January 2014

Reading File (Series 0015-147)
Description: Copy of inmate complaint and complaint sheet and maintained for convenience of reference.
Change: Agency no longer exists.-- mwiget, 29 January 2014

Subject Files - Director (Series 0017-147)
Description: Variety of documents relating to the interests and operations of the agency.
Change: Agency no longer exists.-- mwiget, 29 January 2014

Yearly Activity Reports (Series 0023-147)
Description: Computer generated statistical reports detailing agency activities throughout the year including the number and types of complaints, actions taken, facilities, etc.
Change: Agency no longer exists.-- mwiget, 29 January 2014

523-001
Kansas Parole Board

Expenditure Transaction Reports (Series 0008-523)
Description: Printouts produced by the Division of Accounts and Reports to record the type and amount of expenditures made by personnel.
Change: Agency staff indicate this series is no longer created.-- mwiget, 14 April 2014

Interdepartmental Memoranda (Series 0010-523)
Description: Incoming and outgoing memoranda from the Department of Corrections to the Parole Board on related matters.
Change: Agency staff indicate this series is no longer created.-- mwiget, 14 April 2014

Subject Files (Series 0015-523)
Description: Wide variety of documents relating to the administration of the board.
Change: Agency staff indicate this series is no longer created.-- mwiget, 14 April 2014

671-001
Pooled Money Investment Board
Statement of Expenditures Files (Series 0033-671)
Description: Monthly computer printouts used to reconcile expenditures with the budget.
Change: Agency staff indicate this series is no longer created.-- mwiget, 28 March 2014

Superseded series

055-002
Animal Health Department
Animal Facilities Inspection

Miscellaneous General Office Files (Series 0022-055)
Description: Background research, press releases, etc. relating to the formulation of legislation regarding the Kansas Pet Animals Act.
Change: Supersede to 0069-000, Legislative Relations, on general schedule.-- mwiget, 18 March 2014

055-006
Animal Health Department
Licensing

Annual Reports (Series 0038-055)
Description: Annual reports created by the agency to document agency activities.
Change: Superseded by 0005-000, Annual and Special Reports, on general schedule.-- mwiget, 19 March 2014

147-001
Ombudsman for Corrections

Annual and Special Reports (Series 0001-147)
Description: General and specific reports on agency activities.
Change: Superseded by 0005-000 on general schedule.-- mwiget, 29 January 2014

Budget Preparation Files - Annual (Series 0002-147)
Description: Documents used in the preparation of the annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.
Change: Superseded by 0016-000 on general schedule.-- mwiget, 29 January 2014

Budget Requests and Appeals - Annual (Series 0003-147)
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: Superseded by 0017-000 on general schedule.-- mwiget, 29 January 2014

Correspondence - Policy Related (Series 0004-147)
Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.
Change: Superseded by 0027-000 on general schedule.-- mwiget, 29 January 2014

Correspondence - Routine (Series 0005-147)
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 if transmittal, etc.
Change: Superseded by 0028-000 on general schedule.-- mwiget, 29 January 2014

Employee Personnel Files (Series 0007-147)
Description: Documents associated with the employment of specific personnel: employee evaluations forms, applications for employment, and other personnel materials.
Change: Superseded by 0036-000 on general schedule.-- mwiget, 29 January 2014

Employee Time Report Records (Series 0008-147)
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: Superseded by 0039-000 on general schedule.-- mwiget, 29 January 2014

Leave Requests (Series 0012-147)
Description: Internal forms used to request and authorize the taking of leave employees.
Change: Superseded by 0067-000 on general schedule.-- mwiget, 29 January 2014

Legislative Relations Files (Series 0013-147)
Description: Copies of bills and statutes, drafts of legislation, notes, correspondence, testimony, and other miscellaneous documents related to various legislative activities.
Change: Superseded by 0069-000 on general schedule.-- mwiget, 29 January 2014

SHaRP Reports (Series 0016-147)
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: Superseded by 0102-000 on general schedule.-- mwiget, 29 January 2014

Technical Reference Files (Series 0018-147)
Description: Copies of documents retained strictly for convenience of reference that are not part of official files: copies of external reports, studies, periodicals, books, brochures, catalogs, vendor lists, etc.
Change: Superseded by 0113-000 on general schedule.-- mwiget, 29 January 2014

Travel Request and Authorization Records (Series 0019-147)
Description: Records related to employee travel: DA forms 25 (Request for Out of State Travel) and various internal documents.
Change: Superseded by 0118-000 on general schedule.-- mwiget, 29 January 2014

Vouchers - Purchase (Series 0022-147)
Description: Copies of documents used to order and pay for goods and services: DA forms 100 thru 109 and DA-120.
Change: Superseded by 0125-000 on general schedule.-- mwiget, 29 January 2014

Vouchers - Receipts (Series 0020-147)
Description: Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.
Change: Superseded by 0126-000 on general schedule.-- mwiget, 29 January 2014

Vouchers - Travel (Series 0021-147)
Description: Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123.
Change: Superseded by 0127-000 on general schedule.-- mwiget, 29 January 2014

523-001
Kansas Parole Board

Budget Preparation Files - Annual (Series 0001-523)
Description: Documents used in the preparation of annual agency budget:
correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.
Change: Supersede to 0016-000 on general schedule.-- mwiget, 14 April 2014

Budget Requests and Appeals - Annual (Series 0002-523)
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: Superseded by 0017-000 on general schedule.-- mwiget, 14 April 2014

Correspondence - Routine (Series 0004-523)
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 with 0028-000 on general schedule.-- mwiget, 14 April 2014

Employee Personnel Files (Series 0005-523)
Description: Documents associated with employment of specific personnel: employee evaluation forms, applications for employment, INS Residence Status forms, and other personnel materials.
Change: Supersede with 0036-000 on general schedule.-- mwiget, 14 April 2014

Employee Position Descriptions (Series 0006-523)
Description: Formal descriptions of duties and other characteristics of particular employment positions: DA forms 281-2 and supporting documents.
Change: Supersede with 0038-000 on general schedule.-- mwiget, 14 April 2014

Employment Applications - Not Hired (Series 0007-523)
Description: DA forms 203 and supplementary materials submitted by unsuccessful candidates for employment.
Change: Superseded by 0043-000 on general schedule.-- mwiget, 14 April 2014

Leave Requests (Series 0011-523)
Description: Internal forms used to request and authorize the taking of leave by employees.
Change: Superseded by 0067-000 on general schedule.-- mwiget, 14 April 2014

Ledgers - General (Series 0012-523)
Description: General records maintained by agencies of financial receipts and expenditures normally used to monitor, manage, and verify agency budget.
Change: Superseded by 0068-000 on general schedule.-- mwiget, 14 April 2014
Schedules - Office Activities (Series 0014-523)
Description: Internal forms, appointment books, paper and electronic calendars used to schedule employees, office activities, vehicles, meeting rooms, etc.
Change: Superseded by 0099-000 on general schedule.-- mwiget, 14 April 2014

Vouchers - Journal (Series 0016-523)
Description: DA forms 35 series used to adjust financial account balances.
Change: Superseded by 0124-000 on general schedule.-- mwiget, 14 April 2014

Vouchers - Purchase (Series 0017-523)
Description: Copies of documents used to order and pay for goods and services: DA forms 100 thru 109 and DA-120.
Change: Superseded by 0125-000 on general schedule.-- mwiget, 14 April 2014

531-001
Board of Pharmacy

Cash Receipts Record Books (Series 0004-531)
Change: Superseded by 0094-000, Receipt Records - Cash, on general schedule-- mwiget, 27 January 2014

Check Books (Series 0005-531)
Change: Superseded by 0012-000, Banking Records, on general schedule.-- mwiget, 27 January 2014

General Office Files (Series 0013-531)
Change: Supersede into 0027- and 0028-000, Policy & Routine Correspondence series, on the general schedule.-- mwiget, 27 January 2014

Regulations Files (Series 0037-531)
Change: Superseded by 0228-000, Administrative Rules and Regulations files, on the general schedule.-- mwiget, 27 January 2014

Vouchers (Series 0039-531)
Change: Superseded by 0001-000, Accounts Payable Records, on the general schedule.-- mwiget, 27 January 2014

Vouchers Register (Series 0041-531)
Change: Superseded by 0001-000, Accounts Payable Records, on the general schedule.-- mwiget, 27 January 2014
671-001
Pooled Money Investment Board

Kansas Public Disclosure Commission Statements of Substantial Interest (Series 0023-671)
Description: Agency copies of statements of substantial interest requested on a yearly basis and filed with the Secretary of State's office.
Change: Supersede to 0062-000 on general schedule.-- mwiget, 28 March 2014