AGENDA
STATE RECORDS BOARD
4/25/2019
8:30 a.m.
Kansas State Historical Society
Center for Historical Research
6425 SW 6th Ave.
Executive Conference Room, 2nd Floor

Call-in Information:
Dial-In Number: 1-866-620-7326
Conference Code: 6716824065

1. Introductions and Announcements
2. Minutes from Previous Meeting
3. Attorney General
   a. New Series
4. Kansas State University
   a. ERP – AtoM Collections Management System
   b. ERP – Police Department Enterpol System
   c. New Series
5. Housekeeping Changes:
   a. Obsolete Series
   • Citizens’ Utility Ratepayer Board
   b. Superseded to the General Schedule
   • Citizens’ Utility Ratepayer Board
   • Kansas State School for the Blind
   • Water Office
   • Department of Wildlife, Parks, and Tourism
6. Other Business:
   a. Future Meetings:
   • July 25, 2019
   • October 17, 2019
   • January 16, 2020
State Records Board  
January 17, 2019  
Executive Conference Room – Kansas Historical Society

Present: Lisa Mendoza, designee of the Attorney General (chair)  
Bill Sowers, KS Documents, Cataloging Librarian (designee of the State Librarian)  
Philip Michael, designee of the Secretary of Dept. of Administration (DofA)  
Megan Rohleder, designee of the Kansas State Historical Society (KSHS)  
Ethan Anderson, Government Records Archivist (KSHS)  
Mark Cole, Archives Specialist (KSHS)

Meeting called to order at 8:32 a.m. and Ms. Mendoza began the introductions.

Minutes: Previous meeting minutes were reviewed.

Motion: Mr. Sowers moved approval of meeting minutes as presented. Mr. Michael seconded, unanimous approval of October 25, 2018 meeting minutes.

Kansas Attorney General’s Office: Ms. Mendoza explained the revisions made to series 0139-082. No further discussion needed.

Motion: Mr. Michael moved to approve revised series 0139-082 as presented. Mr. Sowers seconded, unanimous approval.

Mr. Anderson presented the two proposed new records series related to business registrations. Mr. Anderson indicated the electronic records of these series are associated with LawBase, whose ERP has been approved by the Electronic Records Committee. No further discussion.

Motion: Ms. Rohleder moved to approve new series as submitted. Mr. Michael seconded, unanimous approval.

State General Schedule and Local General Schedule: Mr. Anderson indicated that while appraising series 0045-000 and series 0034-100, the identical record series’ restrictions were found to be different. To correct the issue and promote uniformity, restrictions for both record series were changed to K.S.A. 45-221(a)(4)(11)(25).

Motion: Mr. Sowers moved to approve revised series as submitted. Ms. Rohleder seconded, unanimous approval.

Housekeeping: Mr. Anderson briefly went over the revised series and housekeeping changes. The board accepted as presented.
Other Business: Ms. Rohleder provided the board an update on the progress of the Email Guidelines Task Force. She indicated the task force had its first meeting in December and went over its goals. They also discussed the current email trends in government and what path forward to take. The next task force meeting is scheduled for January 29, 2019.

The final order of business was to confirm next meeting. The next meeting was scheduled for April 25, 2019.

With nothing further to discuss, the board adjourned at 8:55 a.m.
1. **Agency**: Office of the Attorney General

2. **Records Officer**: Lisa Mendoza  
   **Phone**: 785-368-8063

3. **Appraising Archivist(s)**: Ethan Anderson

4. **Date of Appraisal**: 4/16/2019

5. a) **Total records – No. of Series**: 1
   b) **New series – No. of Series**: 1
   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**: 0

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

7. **Appraisal Narrative**:

   Lisa Mendoza contacted Public Records staff about creating a new series for the Attorney General’s Office. This series consists primarily of forms and correspondence associated with appointments made by the Attorney General. Any personally identifying information is maintained in the employee personnel file and not in this series.
Retention/Disposition Schedule Entries

082-001
Office of the Attorney General
Administration Division

Appointments Made by the Attorney General (Series Unknown)
Application, background information form, correspondence and other supporting documentation pertaining to appointments made by the Attorney General requiring senate confirmation, including appointments to the Crime Victims Compensation Board, Medicaid Inspector General, and Director of the KBI.

Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: Retain until a qualified successor is appointed and confirmed, then destroy
Disposition: Destroy
Schedule Authority: Agency Schedule
Last Surveyed 18 April 2019
Record Copy: Paper
1. **Agency:** Kansas State University

2. **Records Officer:** Ryan Leimkuehler  
   **Phone:** 785-532-5013

3. **Appraising Archivist(s):** Ethan Anderson

4. **Date of Appraisal:** 3/13/2019

5. **a) Total records – No. of Series:** 16

   **b) New series – No. of Series:** 16

   **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:** 0

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

7. **Appraisal Narrative:**

   Ryan Leimkuehler contacted Public Records staff about creating 16 new series for the Kansas State University’s Police Department. Previously, the department had only two SRB-approved retention schedules, so these additions are meant to ensure the department is complying with all records laws. Eleven of these series are kept electronically in the Police Department’s Enterpol system. An Electronic Recordkeeping Plan for Enterpol passed the Electronic Records Committee on March 19, 2019.
**Electronic Recordkeeping Plan Template (ERP) Cover Sheet**

<table>
<thead>
<tr>
<th>DATE</th>
<th>2/27/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCY</td>
<td>Kansas State University - 367</td>
</tr>
</tbody>
</table>
| AGENCY CONTACT | Ryan Leimkuehler – Agency Records Officer  
                 Jason Bengtson – Head of Information Technology Services |
| AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM | Search engine for digitized manuscripts and archival collections. |
| ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW | |
| NAME OF SYSTEM | Findingaids.lib.k-state.edu (AtoM) |
| NEW SYSTEM OR SYSTEM UPGRADE? | System migration from Archon to Access to Memory (AtoM) |
| CLOUD OR ON-PREMISE STORAGE? | AWS Cloud services |
| VENDOR OVERVIEW | Open source: [https://www.accesstomemory.org/en/](https://www.accesstomemory.org/en/) |
| LONG-TERM RECORDS (10+ YEAR RETENTION) COVERED BY ERP | |
| PREVIOUSLY APPROVED RECORD SERIES | None |
| PROPOSED RECORD SERIES | None |
DATE
2/22/2019

AGENCY
Kansas State University Police Department

AGENCY CONTACT
Bradli Millington – bem6904@ksu.edu
Annette Bullard – amallen@ksu.edu
Dustin Newton - dnewton@ksu.edu

AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM
Management of Official Police Records

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM
Enterpol

NEW SYSTEM OR SYSTEM UPGRADE?
Current System

CLOUD OR ON-PREMISE STORAGE?
On-premise storage

VENDOR OVERVIEW
Huber and Associates – Enterpol https://www.enterpol.com/

LONG-TERM RECORDS (10+ YEAR RETENTION) COVERED BY ERP

PREVIOUSLY APPROVED RECORD SERIES
None
**PROPOSED RECORD SERIES**

Retention/Disposition Schedule Entries

367-001
Kansas State University
University Police

Adult Offender Felony Arrest Records (Major Felonies and Violent Crime) (Series Unknown)
Records related to the arrest of adults suspected of major felonies and violent crimes. Records contain date of birth, crime, details of crime.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: Permanent
Disposition: Permanent
Restrictions: KSA 45-221(a)(10)
Comments: KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Adult Offender Felony Arrests (Other) (Series Unknown)
Records related to the arrest of adults suspected of felonies, but not in the category of major/violent crimes. Records contain date of birth, crime, and details of crime.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 45-221(a)(10)
Comments: Retain records for 25 years from the date of the arrest then review for outstanding warrants, unsolved, or litigation hold. If none, then destroy.

KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Adult Offender Misdemeanors (Series Unknown)
Records related to the arrest of adults suspected of misdemeanor crimes. Records contain date of birth, crime, and details of crime.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 45-221(a)(10)
Comments: Retain 15 years then review records for outstanding warrants or litigation holds. If none, then destroy.

KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Case Files - Major Crimes (Series Unknown)
Records related to major crimes where KSU Police Department conducted the investigation.
Records include but are not limited to: arson, aggravated assault, homicides, kidnappings, deaths, missing persons, robbery, forgery, theft of public funds, and traffic fatalities.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: Permanent
Disposition: Permanent
Restrictions: KSA 45-221(a)(10)
Comments: KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Case Files - Misdemeanor Cases, Petty Offenses, and Traffic Offenses (Series Unknown)
Series includes detailed reports and other records related to misdemeanor cases, petty offenses, and traffic offenses.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 45-221(a)(10)
Comments: Retain 1 calendar year from filing of report, then destroy if no pending investigation.

KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Case Files - Sex Offenders (Series Unknown)
Records related to the case report and supporting documentation for sex offenses on the KSU Campus. Records give detailed reports of Sex Offender cases.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: Permanent
Disposition: Permanent
Restrictions: KSA 45-221(a)(10)
Comments: KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 19 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Crime Log (Series Unknown)
Records included in this series describe the crime, time, date, and case number assigned to the report.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: Permanent
Disposition: Permanent
Restrictions: Portions may be restricted under KSA 45-221(a)(10)
Comments: No personal identifiable information is included in this series.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Evidence Records (Series Unknown)
Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Restrictions: KSA 45-221(a)(10)
Comments: County and City Attorney assigns retention length and authorizes destruction on a case by case basis.

KSU Police Department is the office of record.
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Paper, Electronic, Analog
Electronic Recordkeeping Plan Endorsed

Expungement Records (Series Unknown)
Records series includes purged arrest information sealed from all disclosure.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: Permanent
Disposition: Permanent
Restrictions: KSA 21-6614 et seq.
Comments: KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed

Felony Cases and Special Investigations (Series Unknown)
Records related to felony cases and special investigations. Records include, but are not limited to, comprehensive reports detailing felony cases and special investigations conducted by the department.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 45-221(a)(10)
Comments: Retain records for 25 years then review for ongoing investigation, unsolved, or litigation hold. If case is closed, then destroy.

KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Handling and Storage of Evidence Records (Series Unknown)
Records series includes logs documenting the receipt, transfer, and release of materials taken into evidence, including property, reports, release records, evidence tags, and similar records.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: Permanent
Disposition: Permanent
Restrictions: KSA 45-221(a)(10)
Comments: KSU Police Department is the office of record. Handled by Investigations.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Law Enforcement Social Media Records (Series Unknown)
Series includes social media posts created/shared by the KSU Police Department on all of their platforms.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: Permanent
Disposition: Permanent
Restrictions: None
Comments: KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 29 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Pending

Operating Procedure Records (Series Unknown)
Records related to the operating procedure of the KSU Police Department. Records include, but
are not limited to; general orders, operating procedural documents, and special orders received
from the police chief.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain until superseded or obsolete.

KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Paper, Electronic, Analog
Electronic Recordkeeping Plan Not Required

Ride-Along Records - Approved (Series Unknown)
Records included in this series are all approved ride-along program applications.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: 3 years plus current
Disposition: Destroy
Restrictions: None
Comments: KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Not Required

Ride-Along Records - Denied (Series Unknown)
Records included in the series are all applications for the ride-along program that were denied
by the department.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: 3 years plus current
Disposition: Destroy
Restrictions: None
Comments: KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Not Required

Training Records (Series Unknown)
Series includes correspondence, reports, and other records relating to the operation of KSU Police Department sponsored training programs and to employee participation in training programs sponsored by the department.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: Portions may be restricted under KSA 45-221(a)(4)(6)
Comments: Retain 5 years after employee is separated from the University.

KSU Police Department is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-203
Last Surveyed 22 March 2019
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Pending
Housekeeping Changes Since 17 January 2019
25 April 2019

Obsolete Series

122-001
Citizens’ Utility Ratepayer Board

State Corporation Commission (SCC) Docket Filings (Series 0003-122)
Description: Copies of pleadings, testimony, orders, transcripts, public hearing documents, correspondence, discovery, and other documents related to the agency’s participation in utility cases filed with the State Corporation Commission.

Superseded Series

122-001
Citizens’ Utility Ratepayer Board

Legislative Relations Files (Series 0008-122)
Description: Copies of bills and statutes, drafts of legislation, notes, correspondence, testimony, and other miscellaneous documents related to various legislative activities.

News Releases (Series 0009-122)
Description: Public information issued to the news media.

Consultant Contracts and Bid Records (Series 0012-122)
Description: Bid requests, consultants’ submissions, final contracts, and other documents relating to the Citizens’ Utility Ratepayer Board’s efforts to contract with consultants to perform services in utility cases.

604-003
Kansas State School for the Blind
Human Resources Office

Policy Statements (Series 0096-604)
Description: Original copies of formal explanations of agency policies and procedures issued in individual statement formats.

709-001
Kansas Water Office

Equal Employment Opportunity Grievance Files (Series 0016-709)
Description: Documents related to discrimination charges concerning employment made against an agency and subsequent investigations.

710-001
Department of Wildlife and Parks
Office of the Secretary
Office of Secretary

Legislative Relations Files (Series 0006-710)
Description: Copies of bills, drafts of legislation, notes, correspondence, testimony, etc. relating to various legislative activities.

Minutes – Wildlife and Parks Commission Meeting (Series 0007-710)
Description: Proceedings of Regular or special department commission meetings: tapes, summarized minutes, etc.

Reading Files (Series 0012-710)
Description: Incoming and outgoing letters and memoranda.

710-002
Department of Wildlife and Parks
Operations Section
Personnel Management Section

Applicant Recruitment Records (Series 0016-710)
Description: Records relating to individuals who are interested in a position with the department.

Employee Personnel Files (Series 0020-710)
Description: Documents associated with employment of specific personnel: employee evaluation forms, applications for employment, INS Residence Status forms, and other personnel materials.

Employee Position Descriptions (Series 0021-710)
Description: Formal descriptions of duties and other characteristics of particular employment positions: DA forms 281-2 and other similar or supporting documents and materials.

Employment Applications – Not Hired (Series 0022-710)
Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.
Correspondence – Routine (Series 0017-710)
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.

Department Policy Manual (Series 0018-710)
Description: Original copies of formal explanations of agency policies and procedures issued in collective manual or individual statement formats.

Secretary Wildlife & Parks Section

Fish and Game Commission Meeting Minutes (Series 0023-710)
Description: Audio tapes of commission meetings.

Assistant Secretary - Operations

Minutes – Staff Meeting (Series 0027-710)
Description: Proceedings to central and regional staff meeting minutes.

Memorandum – Internal (Series 0024-710)
Description: Routine intra-agency communication.

710-003
Department of Wildlife and Parks
Fisheries and Wildlife Section
Fisheries and Wildlife

Contracts (Series 0033-710)
Description: Legal agreements with individuals and organizations. Includes all associated documents, eg. DA-146 series.

Correspondence – Routine (Series 0034-710)
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.

Reading Files (Series 0052-710)
Description: Copies of general correspondence circulated to staff members.

Vouchers – Travel (Series 0056-710)
Description: Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123.
710-004
Department of Wildlife and Parks
Parks and Public Lands Section
Parks Operation Section

Receipts Records – Cash (Series 0069-710)
Description: Records of cash received by the agency: receipt slips, receipt books, receipt ledgers, etc.

Public Land Management Section

Land Leases (Series 0064-710)
Description: Documents related to the leasing of real estate: oil and gas, agricultural, correspondence, concession, mineral, maps, drawings, notes, etc.

710-005
Department of Wildlife and Parks
Law Enforcement Section

Law Enforcement

Citation Records (A.K.A. Arrest Records) (Series 0078-710)
Description: Wildlife violations -- copy of citations issued to violators -- reports on Fish and Game law violations and notices to appear before the court.

Employee Personnel Files (Series 0083-710)
Description: Documents associated with employment of specific personnel: employee evaluation forms, applications for employment, and other personnel materials.

710-006
Department of Wildlife and Parks
Administrative Services Section

Administrative Services

Annual Project Documents (Series 0098-710)
Description: Documents used in the preparation of annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Vouchers – Purchase (Series 0159-710)
Description: Copies of documents used to order and pay for goods and services: DA forms 100 thru 109 and DA-120.

Travel Requests – Out of State (Series 0152-710)
Description: Records related to requests and authorization for out-of-state travel.
Ledgers – General (Series 0124-710)
Description: General records maintained by agencies of financial receipts and expenditures normally used to monitor, manage, and verify agency budget.

Audit Reports (Series 0099-710)
Description: Results of audits conducted by the Legislative Division of Post-Audit and other state and/or federal auditing agencies.

Building Contracts and Specifications (Series 0103-710)
Description: Original contracts for state buildings for the agency.

Capital Improvement Project Files (Series 0105-710)
Description: Records related to construction projects: correspondence, drawings, bids, notes, etc.

Telephone Billing (Series 0151-710)
Description: Copies of computer billings received from the Department of Administration and supporting documents concerning use of KANS-A-N telephone service.

Vehicle Operation Records (Series 0153-710)
Description: Documents related to the use of state-owned motor vehicles: MP forms 1a, 2c, 3a, 3b, 10, 20, and internal agency forms.

Vouchers – Receipts (Series 0156-710)
Description: Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.

Vouchers – Travel (Series 0157-710)
Description: Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123.

Accounts Receivable Records (Series 0095-710)
Description: Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.

Payroll Adjustment Records (Series 0128-710)
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.

Accounts Payable Records (Series 0094-710)
Description: Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.

Business Files – Miscellaneous (Series 0104-710)
Description: Variety of financial and real estate documents.
Contracts (Series 0106-710)
Description: Legal agreements with individuals and organizations. Includes all associated documents, e.g., DA-146 series.

Employee Time Report Records (Series 0115-710)
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.

Purchase Requests – Internal (Series 0132-710)
Description: Documents used by subordinate organizations to request purchases of goods and services through the agency central purchasing office.

Purchasing Records (Series 0133-710)
Description: Documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.

Receipts Records – Cash (Series 0134-710)
Description: Ledgers detailing cash receipts.

Business Management Section

Inventory Records – Non-Expendable Property (Series 0120-710)
Description: Records related to capital equipment inventory management: DA forms 80 thru 83, computer reports from the Department of Administration, internal documents, correspondence, etc.

Inventory and Bulk Fuel Report – Expendable (Series 0119-710)
Description: Records of receipts, disbursements, and balances of office supplies and other expendable inventory materials.

License and Revenue Section

Receipts Records – Cash (Series 0135-710)
Description: Records of cash received by the agency: receipt slips, receipt books, receipt ledgers, etc.

Vendor Files (Series 0154-710)
Description: Records concerning purchases from specific vendors: invoices, bonds, financial statements, remittance reports, etc.

Engineering Section

Deeds for Real Estate (Series 0113-710)
Description: Legal documents pertaining to ownership of real property by the agency.
Agency Construction and Development Drawings (Series 0097-710)
Description: Graphics records documenting physical plants of the agency.

Regional Offices Section

Correspondence – Routine (Series 0108-710)
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.

710-007
Department of Wildlife and Parks
Education and Public Affairs Section
Safety Programs Section

Hunter Education Supplies Ordered Records (Series 0169-710)
Description: Records relating to hunter education instructors ordering teaching supplies from the Kansas Department of Wildlife and Parks.

Information Section
Kansas Wildlife and Parks Magazine (Series 0170-710)
Description: Copies of individual magazines issued by the agency since it was created.

Master Publication Files (Series 0171-710)
Description: Original publications regarding individual wildlife species: birds, deer, doves, fishes, water, WHIP program, etc.

Photographic and Video Materials (Series 0173-710)
Description: Photo-prints, negatives, slides, films, and videotapes: sunflower walleye, acres for wildlife, endangered and threatened wildlife, Kansas nongame wildlife program, etc.

Regional Offices Section

Press Releases (Series 0174-710)
Description: Public information issued to the news media.