

AGENDA
STATE RECORDS BOARD
10/17/2019
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. Board of Nursing
 - a. Revised Series
4. County Treasurer
 - a. Revised Series
5. Kansas State University
 - a. ERP – Talisma Recruitment Management System
 - b. ERP – TargetX Recruitment Management System
 - c. ERP – HRIS Employee Record/Payroll System
 - d. ERP – KSIS Student Information System
 - e. New Series
6. Kansas Corporation Commission
 - a. ERP – Document Management Software
 - b. New Series
 - c. Revised Series
7. Housekeeping Changes:
 - a. Obsolete Series
 - Behavioral Sciences Regulatory Board
 - Kansas Corporation Commission
 - Department of Labor
 - Board of Nursing
 - County Treasurer
 - b. Revised Series
 - State General Schedule
 - Office of the Attorney General
 - Behavioral Sciences Regulatory Board
 - Kansas Corporation Commission
 - Kansas Housing Resources Corporation
 - Board of Nursing
 - State Board of Tax Appeals
 - Office of the State Treasurer

- County Treasurer
- c. Superseded Series
 - Adjutant General's Department
 - Behavioral Sciences Regulatory Board
 - Kansas Corporation Commission
 - Department of Labor
 - Board of Nursing
 - State Board of Tax Appeals
 - Office of the State Treasurer
 - County Treasurer
- 8. Other Business:
 - a. Update on Email Guidelines Task Force
 - b. Future Meetings:
 - January 16, 2020
 - April 16, 2020
 - July 16, 2020

State Records Board

April 25, 2019

Executive Conference Room – Kansas Historical Society

Present: Lisa Mendoza, designee of the Attorney General (chair)
Matt Veatch, State Archivist (KSHS)
Bill Sowers, KS Documents, Cataloging Librarian (designee of the State Librarian)
John Yeary, designee of the Secretary of Dept. of Administration (DofA)
Megan Rohleder, Senior Archivist – Public Services (KSHS)
Ethan Anderson, Government Records Archivist (KSHS)
Ryan Leimkuehler, Kansas State University Records Manager (KSU)
Mark Cole, Archives Specialist (KSHS)
Annette Bullard, Sr. Computer/System Specialist, KSU Police Dept. (KSUPD)
Bradli Millington, Lt. KSU Police Dept. (KSUPD)
Dustin Newton, Computer/System Specialist, KSU Police Dept. (KSUPD)
McKenna Folster, Intern, Kansas State Historical Society (KSHS)

Meeting called to order at 8:40 a.m. and Ms. Mendoza began the introductions.

Minutes: Previous meeting minutes were reviewed.

Motion: Mr. Veatch moved approval of meeting minutes as presented. Mr. Sowers seconded, unanimous approval of January 17, 2019 meeting minutes.

Kansas State University: Mr. Anderson indicated that the University has two Electronic Recordkeeping Plans (ERP) and several new series to present, all of which are associated with the University Police Department. Ms. Rohleder then provided an overview of the AtoM Collections Management System and Police Department Enterpol System ERPs. Ms. Rohleder informed the board on the areas discussed by the Electronic Records Committee (ERC) and amended with additional details. Mr. Leimkuehler requested that the response for section 1.4 of the Enterpol system state, “KORA requests go through support services and the University Open Records Custodian. If information is released it is redacted and given in a physical form.”

Motion: Mr. Veatch moved to approve AtoM ERP as presented and Enterpol ERP as amended. Mr. Yeary seconded, unanimous approval.

Mr. Anderson presented the proposed new records series. Board reviewed and discussed restrictions that should be included. They determined that restrictions for Adult Offender Felony Arrest Records (Major Felonies and Violent Crime), Adult Offender Felony Arrests (Other), and Adult Offender Misdemeanors should be K.S.A. 45-221(a)(1)(10) and K.S.A. 75-3520. Case Files – Major Crimes, Case Files – Misdemeanor Cases, Petty Offenses, and Traffic

Offenses, Case Files – Sex Offenders, and Evidence Records should have restrictions of K.S.A. 45-221(a)(1)(10)(47) and K.S.A. 75-3520. The restrictions for Felony Cases and Special Investigations, Handling and Storage of Evidence Records should be K.S.A. 45-221(a)(1)(10)(30)(47) and K.S.A. 75-3520. The Ride-Along Records – Approved and Ride-Along Records – Denied restrictions should be K.S.A. 45-221(a)(1)(10)(30) and K.S.A. 75-3520.

Motion: Mr. Veatch moved to approve new series as amended and permit archive staff to work with KSU to ensure proper restrictions be added to series discussed. Mr. Sowers seconded, unanimous approval.

Kansas Attorney General's Office: Mr. Anderson presented the new record series to the board. Discussion by the board determined that to better clarify that the records are only procedural in nature, an additional sentence should be added to end of series description. Sentence should state "Does not contain completed background information or application forms."

Motion: Mr. Veatch moved to approve new series as amended. Mr. Yeary seconded, unanimous approval.

Housekeeping: Mr. Anderson briefly went over the housekeeping changes. No further discussion necessary.

Other Business: Mr. Veatch advised the board that future scheduled SRB meetings might conflict with non-cabinet member meetings and dates may need to be changed. Mr. Veatch then reported on the biannual meeting of the Kansas Electronic Recording Commission. Mr. Veatch indicated that the issue of electronic notarization for land deeds will need more clarification and will hopefully be addressed at the next Register of Deeds conference. Mr. Veatch then provided an update on the progress of the Email Guidelines Task Force.

The final order of business was to tentatively confirm the next meeting scheduled for October 17, 2019.

With nothing further to discuss, the board adjourned at 9:58 a.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 17, 2019**

1. **Agency:** Board of Nursing
2. **Records Officer:** Carol Moreland **Phone:** 785-296-5036
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 8/7/2019
5. **a) Total records – No. of Series:** 32
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 8 [7 housekeeping]
d) Obsolete schedule entries – No. of Series: 12
e) Series superseded by other schedule entries – No. of Series: 12
6. **Archival/Permanent records – No. of Series:** 7
7. **Appraisal Narrative:**

Carol Moreland contacted Public Records staff about updating the Board of Nursing's retention schedules. As part of this effort, she requested the retention period of Series 0064-482 be shortened to six months. If an application has not been completed by that time, the applicant must fill out a new application. This deadline makes it unnecessary to keep the application more than six months as the current schedule requires.

Retention/Disposition Schedule Entries

482-001

Board of Nursing

Abandoned Applications (Series 0064-482)

Abandoned applications for licensure and renewal/reinstatement of professional licenses.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 006 months

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(9)

Schedule Authority: Agency schedule

KAR Number 53-2-180

Last Surveyed 07 August 2019

Record Copy: Paper

Remarks: 03/17/2014: new entry.

08/07/2019 eanderson: Agency requested the retention period be shortened to 006 months.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 17, 2019**

1. **Agency:** County Treasurer
2. **Records Officer:** Kathy Tremont **Phone:** 785-238-6021
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 8/27/2019
5. **a) Total records – No. of Series:** 71
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 15 [6 housekeeping]
d) Obsolete schedule entries – No. of Series: 49
e) Series superseded by other schedule entries – No. of Series: 7
6. **Archival/Permanent records – No. of Series:** 9
7. **Appraisal Narrative:**

Kathy Tremont, on behalf of a committee of county treasurers, contacted Public Records staff about updating the retention schedules of the County Treasurer. The committee identified nine series which have a retention of Permanent but a disposition of Archives, even though county treasurers keep these records onsite. Other changes included renaming series 0001-109, 0006-109, 0017-109, 0041-109, 0044-109 and altering the descriptions of series 0006-109 and 0048-109 to better reflect current business practices.

Retention/Disposition Schedule Entries

000-109

Local Government Records County Treasurer

Delinquent Real Property Ledgers (Series 0017-109)

Contains list of delinquent taxes assess against real property within the county showing property owner, range, township, and section, acreage, parcel number, delinquent tax, penalty, total due and date paid.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-118

Last Surveyed 27 August 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 08/27/2019 eanderson: Changed title from 'Delinquent Real Property Ledgers' to 'Delinquent Real Property Reports.' Changed disposition from archive to permanent.

Delinquent Tax Sale Record Books/Registers (Series 0020-109)

Abstracted from Delinquent Receipts and used to create Delinquent Reports. Lists name of taxpayer, location and description of property, assessed valuation, amount to tax, interest, penalty and total payments due.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-118

Last Surveyed 27 August 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 08/27/2019 eanderson: Changed disposition from Archive to Permanent. Committee of County Treasurers verified that these records are kept permanently onsite.

General Ledger (Series 0023-109)

Contains ledger accounts of disbursements from county funds showing name of fund, amounts and date appropriated and debited, total disbursements overdrafts and credit balance remaining in each fund.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-118

Last Surveyed 27 August 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 08/27/2019 eanderson: Changed disposition from Archive to Permanent. Committee of County Treasurers verified that these records are kept permanently onsite.

Tax Abstracts (Series 0001-109)

Abstracts of real and personal taxes for the county showing each taxing district, tax rate, real and personal property valuation, total valuation, allocations for various funds, total local levy and grand total levy.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-118

Last Surveyed 27 August 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 08/27/2019 eanderson: Changed title from 'Abstracts of Taxes' to 'Tax Abstracts.' Changed disposition from Archive to Permanent. Committee of County Treasurers verified that these records are kept permanently onsite.

Tax Distribution Records (Series 0042-109)

Provides detailed listing of the distribution of tax funds. Lists revenue source and offices/areas of allocation for monies from each source.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-118

Last Surveyed 27 August 2019

Record Copy: Paper

Remarks: 08/27/2019 eanderson: Changed title from 'Tax Distribution Register' to 'Tax Distribution Records.' Changed disposition from Archive to Permanent. Committee of County Treasurers verified that these records are kept permanently onsite.

Tax Levy Rate Sheets/Cards (Series 0044-109)

Contains a record of tax levies for political subdivisions within the county showing for year of levy, taxing district, estimated, requirements for the coming year and tax to be levied.

Entry Status: Ready for SRB

Recommended Status:Revise
Retention Period: Permanent
Disposition: Permanent
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-118
Last Surveyed 27 August 2019
Record Copy: Paper
Remarks: 08/27/2019 eanderson: Changed title from 'Tax Levy Rate Sheets/Cards' to 'Levy Sheets.' Changed disposition from Archive to Permanent. Committee of County Treasurers verified that these records are kept permanently onsite.

Tax Roll Collections (Series 0041-109)

Record of tax collections showing receipt number, name of townships, school district number, name of taxpayer, description of property, taxable valuation, amount of tax for each purpose, period and amount of delinquency, fees, penalties and refunds. A near duplicate of Assessment Rolls kept by the County Appraiser.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: Permanent
Disposition: Permanent
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-118
Last Surveyed 27 August 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 08/27/2019 eanderson: Changed title from 'Tax Collection Register' to 'Tax Roll Collections.' Changed disposition from Archive to Permanent. Committee of County Treasurers verified that these records are kept permanently onsite.

Tax Rolls (Series 0006-109)

Rolls of taxes charged showing to whom assessed, description of property, taxable valuation and amount of tax. Arranged by township and/or city.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: Permanent
Disposition: Permanent
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-118
Last Surveyed 27 August 2019
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 08/27/2019 eanderson: Title changed from 'Assessment Rolls Real and Personal Property' to 'Tax Rolls.' Description updated. Changed disposition from Archive to Permanent. Committee of County Treasurers verified that these records are kept permanently onsite.

Tax Sale Records (Series 0048-109)

Contains record of sales of land and lots for delinquent taxes showing delinquent owner, description of tract or lot, date and amount of sale, to whom sold, delinquent tax, penalties and costs, and total amount due delinquent owner. See also Tax Sale Records.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-118

Last Surveyed 27 August 2019

Record Copy: Paper

Remarks: 08/27/2019 eanderson: Changed disposition from Archive to Permanent. Committee of County Treasurers verified that these records are kept permanently onsite.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 17, 2019**

1. **Agency:** Kansas State University
2. **Records Officer:** Ryan Leimkuehler **Phone:** 785-532-5013
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 9/11/2019
5. **a) Total records – No. of Series:** 14
b) New series – No. of Series: 14
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:** 8
7. **Appraisal Narrative:**

Ryan Leimkuehler contacted Public Records staff about creating 14 new series for Kansas State University's Office of the University Registrar, the Office of Undergraduate Admissions, and the Office of Institutional Equity. These additions are part of an ongoing effort by K-State to ensure all offices and departments are in compliance with records laws. All of the proposed series with electronic records are covered by one of the following systems: ImageNow, Talisma, TargetX, HRIS, and KSIS. An Electronic Recordkeeping Plan for ImageNow passed the Electronic Records Committee on December 20, 2016, while ERPs for the remaining four systems passed the ERC on September 17, 2019.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

DATE

8/5/2019

AGENCY

Kansas State University, 367

AGENCY CONTACT

Ryan Leimkuehler – rleimkue@ksu.edu

AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM

In the competitive landscape of enrollment management and focus on improving student outcomes, the business functions supported by the system allow all colleges and departments throughout K-State to foster a long-term relationship with students through tracking touchpoints and improved communications.

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM

Campus Management Talisma CRM (Consituent Relationship Management)

NEW SYSTEM OR SYSTEM UPGRADE?

Current system

CLOUD OR ON-PREMISE STORAGE?

On premise

VENDOR OVERVIEW

Campus Management Talisma delivers higher education platform that allows automation of student success and operational efficiency.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

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

PREVIOUSLY APPROVED RECORD SERIES

N/A

PROPOSED RECORD SERIES

System is end of life. View proposed record series in the new system TargetX

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

DATE

8/5/2019

AGENCY

Kansas State University, 367

AGENCY CONTACT

Ryan Leimkuehler – rleimkue@ksu.edu

AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM

In the competitive landscape of enrollment management and focus on improving student outcomes, the business functions supported by the system allow all colleges and departments throughout K-State to foster a long-term relationship with students through tracking touchpoints and improved communications. The enterprise solution manages domestic and international, undergraduate and graduate, non-credit, and distance education students.

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM

TargetX/Salesforce

NEW SYSTEM OR SYSTEM UPGRADE?

New System

CLOUD OR ON-PREMISE STORAGE?

Cloud

VENDOR OVERVIEW

TargetX is a higher ed focused company building enterprise software that supports colleges and universities to automate support for prospects, students and alumni.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

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

PREVIOUSLY APPROVED RECORD SERIES

N/A

PROPOSED RECORD SERIES

Classification of records:

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

DATE

8/2/2019

AGENCY

Kansas State University, 367

AGENCY CONTACT

Ryan Leimkuehler – rleimkue@ksu.edu

AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM

Human Resources, Payroll, Student Records, Student Billing

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM

HRIS: Kansas State Employee Record/Payroll System

NEW SYSTEM OR SYSTEM UPGRADE?

Current System

CLOUD OR ON-PREMISE STORAGE?

Cloud (AWS)/PeopleSoft Databases: Web based system

VENDOR OVERVIEW

Cloud (AWS) hosting outsourced to Sierra Cedar - <https://www.sierra-cedar.com/>

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

PREVIOUSLY APPROVED RECORD SERIES

Accidental Injury Report, Administrative Files, Athlete Certification Form, Conflict of Interest Records, Drop-Add Form, Educational Authorization Form, etc.

PROPOSED RECORD SERIES

Pending

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

DATE

8/2/2019

AGENCY

Kansas State University, 367

AGENCY CONTACT

Ryan Leimkuehler – rleimkue@ksu.edu

AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM

Student Records, Student Financial Aid, Student Admissions, Student Billing

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM

KSIS: Kansas State Student Information System

NEW SYSTEM OR SYSTEM UPGRADE?

Current System

CLOUD OR ON-PREMISE STORAGE?

Cloud (AWS)/PeopleSoft Databases: Web based system

VENDOR OVERVIEW

Cloud (AWS) hosting outsourced to Searra Cedar - <https://www.sierra-cedar.com/>

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

PREVIOUSLY APPROVED RECORD SERIES

Administrative Files, Athlete Certification Form, Class Enrollment Form, Curriculum Change Records, Drop-Add Form, Educational Authorization Form, etc.

PROPOSED RECORD SERIES

Pending

Retention/Disposition Schedule Entries

367-001

Kansas State University

Academic Dismissal (Series Unknown)

Series includes all records regarding academic dismissals issued by the office of the University Registrar.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: Permanent

Disposition: Permanent

Restrictions: Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.

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

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Academic Fresh Start Records (Series Unknown)

Record series includes academic fresh start application form and all supporting documentation.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See Comments

Disposition: Destroy

Restrictions: Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.

Comments: Retain 5 years from last attendance, then destroy. The office of the University Registrar is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Admissions - Applicants Enrollment (Series Unknown)

Series includes records involved in the enrolled applicant phase of admissions. Enrolled Applicants are defined as a contact who has applied and enrolled to the University. Records include, but are not limited to acceptance letters, test scores, applications, letters of recommendation, transcripts from other colleges or from high school.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See Comments

Disposition: See Comments

Restrictions: KSA 45-221(a)(1)(14)(30), 20 U.S.C. 1232g; 34 CFR Part 99.

Comments: Retention Period: Applicant Term + 20th day census then transfer to Office of the Registrar for inclusion in Academic Transcripts.

Office of Undergraduate Admissions is the office of record for undergraduate records.

Office of Graduate Admissions is the office of record for graduate records.

College of Veterinary Medicine is the office of record for Vet Med records.

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Admissions - Applicants No Enrollment (Series Unknown)

Series includes records involved in the applicant phase of admissions. Applicants are defined as a contact who has applied to the University. Records include, but are not limited to acceptance letters, test scores, applications, letters of recommendation, transcripts from other colleges or from high school.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: Applicant Term + 2 Calendar Years

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(14)(30)

Comments: Office of Undergraduate Admissions is the office of record for undergraduate schools.

Office of Graduate Admissions is the office of record for graduate schools.

College of Veterinary Medicine is the office of record for Vet Med records.

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Admissions - Prospective Records (Series Unknown)

Series includes records involved in the Prospective phase of admissions. Prospects are defined as a contact who has shown some interest in K-State, but has not applied to the University. Records include, but are not limited to interactions for the purpose of recruitment, fields of interest, event registrations and campus visit records.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: Recruitment Term + 2 Calendar Years

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(14)(30)

Comments: Office of Undergraduate Admissions is the office of record for undergraduate records.

Office of Graduate Admissions is the office of record for graduate records.

College of Veterinary Medicine is the office of record for Vet Med records.

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Affirmative Action Plans (Series Unknown)

Series contains public portion of the affirmative actions plans created by the Office of Institutional Equity (OIE).

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain for 3 fiscal years plus current, then transfer to the university archives.

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Application for Graduation Records (Series Unknown)

Series includes all records related to the application for graduation by students.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 5 years after graduation

Disposition: Destroy

Restrictions: Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.

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

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Approved Program/Plan Changes (Series Unknown)

Series includes student submitted forms to change major or minor. This form is also used to declare a second major or minor.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: Permanent

Disposition: Permanent

Restrictions: Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.

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

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Biographical/Demographical Change Form (Series Unknown)

Series includes change of name, change of gender, and other supporting documentation to change biographical/demographical information.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 50 calendar years

Disposition: Destroy

Restrictions: Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.

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

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Class Rank Records (Series Unknown)

Series includes all records regarding class rank at Kansas State University. List of student class ranks by term.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: Permanent

Disposition: Permanent

Restrictions: Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.

Comments: The office of the University Registrar is the office of record. All records pre-2008 are managed in a separate system (ImageNow).

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Commencement Programs (Series Unknown)

Series includes commencement programs for graduation.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

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

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Paper

Degree Statistics (Series Unknown)

Series includes statistics related, but not limited to, number of degrees by college, race, gender, etc.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: Permanent

Disposition: Permanent

Restrictions: Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.

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

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

OIE Annual Reports (Series Unknown)

Series contains annual reports created by the Office of Institutional Equity (OIE).

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain 3 fiscal years plus current, then transfer to the university archives. The Office of Institutional Equity is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Office of Institutional Equity: Case Files (Series Unknown)

Series contains records related to the investigations of the Office of Institutional Equity (OIE).

Series may contain, but is not limited to: correspondence, initial complaints, investigative notes, responses from parties, decisions, and attorney confidential information.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See Comments

Disposition: See Comments

Restrictions: KSA 45-221(a)(1)(2)(4)(10)(11)(25)(30)

Comments: Retain 5 fiscal years after respondent's separation from the university, pending no legal holds exist, then transfer high profile or precedent setting cases as directed by OIE

Director to the university archives for purging, destroy the remainder.

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 11 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

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REVISION TO
RETENTION/DISPOSITION SCHEDULE
October 17, 2019**

1. **Agency:** Kansas Corporation Commission
2. **Records Officer:** Lynn Retz **Phone:** 785-271-3350
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 10/9/2019
5. **a) Total records – No. of Series:** 155
b) New series – No. of Series: 6
c) Revised existing series – No. of Series: 57 [24 housekeeping]
d) Obsolete schedule entries – No. of Series: 45
e) Series superseded by other schedule entries – No. of Series: 47
6. **Archival/Permanent records – No. of Series:** 19
7. **Appraisal Narrative:**

Jake Fisher contacted Public Records staff about updating the retention schedules of the Kansas Corporation Commission. As part of this effort, the agency has created six new series, five for its Conservation Division and one for its Utilities Division. Twenty-five of the superseded series are now kept within the proposed series Risk Based Data Management System (RBDMS). The electronic records of all of the new series are kept within KCC's agency-wide Document Management System. An ERP for this system was approved by the ERC on September 17, 2019.

Many of the revised series include updating references to technology, specifically microfilmed records which are now kept electronically, as well as division changes within the KCC. There are also numerous changes to retention periods and dispositions. Eleven series have had their retention periods significantly lengthened, including 0169-143 (5 calendar years to permanent), 0183-143 (7 calendar years to permanent), 0186-143 and 0210-143 (from 'retain until superseded' to 40 years), 0189-143 (5 years to 10 years), 0420-143 (3 years to 10 years), 0272-143 (5 years to permanent), and 0302-143 (from 'retain

until no longer useful' to permanent). Comments of "Retain until no longer useful, then destroy" have been changed to permanent in both 0322-143 and 0287-143, while the comments for series 0287-143 have been simplified to permanent.

Eight series have had their retention periods significantly shortened, including 0032-143 (8 years to 5 calendar years), 0201-143 and 0207-143 (permanent to 50 years), 0204-143 and 0209-143 (20 years to 5 years), 0205-143 and 0208-143 (10 years to 3 years), and 0312-143 (permanent to 3 years).

There are also twelve series whose dispositions no longer include their possible transfer to the State Archives. The disposition for series 0177-143 and 0284-143 have been changed to permanent. Records of nine series had the option of being kept permanently with the agency or being transferred to the State Archives. Their dispositions have likewise been changed to permanent. Of these series, only records from 0274-143 have been sent to the archives in the last 20 years. Lastly, the disposition for series 0369-143 has been changed from archives to destroy, while series 0368-143 will no longer be merged with other series and will instead be kept permanently.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

DATE

9/5/2019

AGENCY

Kansas Corporation Commission

AGENCY CONTACT

Jake Fisher-Legislative Liaison

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AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM

Records Management, Document Storage

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM

KCC Document Management System

NEW SYSTEM OR SYSTEM UPGRADE?

New System

CLOUD OR ON-PREMISE STORAGE?

On-Prem

VENDOR OVERVIEW

Brava! provides access to content in virtually any format—including PDFs, Microsoft Office documents, image files, CAD drawings, 3D models and even video clips—without allowing the source file to be edited or downloaded. It enables workers to view the content they need and collaborate with coworkers and external stakeholders, all within the business rules so organizations can operate efficiently while meeting compliance and security objectives.

Users can add markups and collaborate using Brava!'s robust markup tools, create new file renditions as PDF or TIFF—even redact sensitive information in the new file—for easy sharing with external recipients, and add electronic signatures.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

Brava!'s customizability, scalability, and minimal user training requirements make large deployments and rapid adoption a reality in any business environment. It eliminates the need to install native applications on every desktop, and is compatible with all major web browsers, so it works on PCs, Macs, and most smartphones and tablets.

OpenText Brava! enables you to:

- Improve operational efficiencies and save costs by utilizing a single application for viewing and collaborating on all documents
- Speed review and approval cycles and document processing times so projects go faster
- Protect sensitive information and meet data security requirements

Brava! is the leading universal viewer among enterprise content management (ECM) customers because of its robust feature set and seamless out-of-the-box integrations to leading ECM systems including: OpenText Content Suite, Microsoft SharePoint, [OpenText Documentum Webtop and D2](#), and IBM FileNet and Content Navigator.

Features:

- **Universal viewing:** View and collaborate on practically any file type without needing the native applications.
- **Secure publishing:** Publish files to TIFF, PDF, or secure Content Sealed Format (CSF), with persistent file security, including password protection and an expiration date.
- **Easy-to-use redaction tools:** Completely remove sensitive data from documents; don't just hide it. Even create group-based views where some users can see restricted content, while others get a redacted view.
- **High-fidelity vector viewing:** See crisp detail at any zoom level.
- **Electronic signatures:** Add electronic signing to any workflow or business process.
- **Speedy reviews:** Step through Changemark comments and Checkview notes to ensure nothing is missed.
- **Excellent performance:** Search features, page thumbnails, and fast viewing allow quick access to specific content.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

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

PREVIOUSLY APPROVED RECORD SERIES

Most of KCC records are long-term records. The entire retention schedule is in need of updating. Once we complete the ERP process, they will be presenting the bulk of their schedule to the State Records Board for revisions and clarifications.

PROPOSED RECORD SERIES

Click or tap here to enter text.

Retention/Disposition Schedule Entries

143-020

**State Corporation Commission
Utilities Division
Pipeline Safety**

Kansas Universal Service Fund (KUSF) Banking Records (Series Unknown)

Bank statements, correspondence, and other records related to the Kansas Universal Service Fund.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 5 fiscal years

Disposition: Destroy

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy. Retain electronic copy 5 fiscal years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 09 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

143-050

**State Corporation Commission
Conservation Division
Information Technology Section**

Eastern Kansas Well Documents Database (Series Unknown)

Computer database containing historical data regarding wells in eastern Kansas.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 09 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Risk Based Data Management System (RBDMS) (Series Unknown)

Computer database containing information on all wells and all operators in Kansas. Includes all data from the following forms that operators must file: Notice of Intent to Drill; Cathodic Protection Borehole Intent to Drill; Application for Surface Pit; Well Completion, Transfer of Operator; Application for Commingling of Production or Fluids; Application for Dual

Completion, Application for Venting or Flaring of Gas other than Casinghead Gas; Temporary Abandonment Application; Closure of Surface Pit; Exploration and Production Waste Transfer; Well Plugging Application; Well Plugging Record; Annual Fluid Injection Report; Underground Injection Control Application and Amendments; Mechanical Integrity Test Results; Gas Tests; Well Inventory. Database also contains CP 2/3 and other forms generated by staff, and well-specific cross references to pertinent dockets.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 09 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Litigation Section

Operator Financial Assurance Records (Series Unknown)

Bonds, letters of credit, and other associated records used to document the financial viability of an operator.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 3 fiscal years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 09 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Production Section

Seismic Plugging Records (Series Unknown)

Records regarding the plugging of seismic holes.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.

Retain electronic copy permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 09 October 2019

Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed

Well Plugging Section

Abandoned Well Project Files (Series Unknown)

Records on each abandoned well plugging project initiated by the State, including responsible party research and legal analysis.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 5 calendar years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-204

Last Surveyed 09 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Retention/Disposition Schedule Entries

143-010

**State Corporation Commission
Administrative Division
Public Information Office**

Complaint Files (Series 0032-143)

Documents related to complaints filed with the KCC by consumers.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 5 calendar years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-080

Last Surveyed 10 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: deleted comments, changed retention to 5 calendar years, and changed disposition to destroy.

143-015

**State Corporation Commission
Litigation Division**

Central Utility Files (Series 0169-143)

Copies of orders, certificates, and applications in formal and informal KCC proceedings.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.

Retain electronic copy permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-070

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: added comments and changed disposition to permanent.

Court Reporter Transcripts - Non-Docket Issues and Meetings (Series 0177-143)

Typed transcripts of court reporter's shorthand notes prepared at staff requests during informal meetings between staff and other agencies and/or parties.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.
Retain electronic copy permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-072

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: reworded comments to show these records are now kept electronically. Changed disposition from archives to permanent.

Summary of Notes (Series 0183-143)

Bound booklets listing all formal dockets which were dictated or partially dictated, but not transcribed. Lists by formal docket number are arranged by year. Indicates notes when no transcripts.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper

Remarks: 10/10/2019 eanderson: changed retention from 007 cldr yrs to permanent. Changed disposition from destroy to permanent.

143-020

State Corporation Commission

Utilities Division

Accounting Section Workpapers (Series 0186-143)

Workpapers developed by the Accounting Section staff related to closed rate cases which are retained for use of examples in future rate cases or for use in appeals. These workpapers are not part of the official record.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.
Retain electronic copy 40 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-070

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: added "These workpapers are not part of the official record" to description, changed retention period listed in comments from 'retain until superseded...' to 40 calendar years.

Annual Financial Reports (Series 0189-143)

Financial reports submitted annually by all public utilities regulated by the KCC.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy. Retain electronic copy 10 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-070

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: updated comments to reflect that these records are now kept electronically. Changed retention period listed in comments from 5 years to 10 calendar years.

Electric Accident Report (Series 0201-143)

Accidents reported by jurisdictional utilities in accordance with KSA 66-132. Include physical injuries & electrocutions of persons in contact with transmission or distribution lines, time, location, & circumstances.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy. Retain electronic copy 50 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-081

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: reworded comments to reflect that these records are now kept electronically. Disposition changed to permanent to destroy and retention changed to 50 calendar years.

Energy Cost Adjustments (ECA) (Series 0204-143)

Monthly or periodic report filed by regulated electric utilities documenting detailed adjustments to current energy costs.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.
Retain electronic copy 5 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: slightly reworded description and updated comments to reflect that these records are now kept electronically. Overall retention period changed from 21 years to 5 calendar years.

Gas Accident Files (Series 0207-143)

Accident reports, operating reports, and other documents related to natural gas companies regulated by the KCC.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.
Retain electronic copy 50 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-070

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: renamed series from Gas Jurisdiction Files to Gas Accident Files, reworded description, updated comments to reflect that these records are now kept electronically, changed disposition to destroy, and changed retention period from permanent to 50 calendar years.

Gas B.T.U. Report (Series 0205-143)

Report filed by jurisdiction utilities reflecting BTU content level (the measure of natural gas's ability to produce heat) & BTU/Mcf at certain locations on company's system.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.
Retain electronic copy 3 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-081

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: reworded comments to reflect that these records are now kept electronically. Overall retention period changed from 11 years to 3 calendar years.

Gas Meter Report (Series 0208-143)

Annual reports by jurisdictional utilities about meter tests. Includes number of meters tested by geographical area, percentage of inaccuracy for each meter tested, summarizes results of tests.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy. Retain electronic copy 3 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-081

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: reworded comments to reflect that these records are now kept electronically and changed overall retention period from 11 years to 3 calendar years.

Purchased Gas Adjustment (PGA) (Series 0209-143)

Monthly or periodic report filed by regulated gas utilities detailing adjustments made on rates charged to customers for gas.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy. Retain electronic copy 5 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: reworded description, reworded comments to reflect that these records are now kept electronically, and changed overall retention period from 21 years to 5 calendar years.

Rate Design Workpapers (Series 0210-143)

Workpapers developed by the KCC staff in preparing recommendations to the Commission regarding utility company requests in formal and informal cases. These workpapers are not part of the official record.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.
Retain electronic copy 40 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-070

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: added "These workpapers are not part of the official record" to description, changed retention period from "Retain until superseded..." to 40 calendar years.

Pipeline Safety

Pipeline Safety Inspection Guides (Series 0420-143)

Forms completed on a field inspection which are used to compile the annual inspection report.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 10 calendar years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-132

Last Surveyed 10 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: retention period changed from 3 to 10 calendar years.

143-050

State Corporation Commission

Conservation Division

Open Flow Test Reports (Series 0310-143)

Results of tests on gas wells to determine absolute pressure of open flow potential, including all One Point Stabilized Open Flow (G-2) forms.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.
Retain electronic copy permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/14/2014: revised sub-agency information and retention and disposition comments, noting electronic record copy format.

10/10/2019 eanderson: updated description, changed subagency to Production Section, changed disposition to permanent, and reworded comments.

Administrative Services Section

Correspondence - Extension and Exception (Series 0255-143)

Requests by operators for extensions or exceptions to specific regulations, not requiring the assignment of a docket.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain 1 fiscal year after extension or exception has been accepted or denied, then destroy.

Schedule Authority: Agency schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/12/2014: revised retention and disposition, deleted comment.

09/18/2015: series was tabled at January 2014 SRB meeting and has not been reviewed again since; putting entry into Internal Review status.

10/10/2019 eanderson: reworded description, added subagency Administrative Services Section, changed retention period from 2 calendar years, and changed comments.

District Offices Section

District Case Files - Compliance (Series 0249-143)

Case files concerning compliance issues that have been submitted to the Legal Department.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/10/2014: revised sub-agency information and comments.

10/10/2019 eanderson: added District to title, reworded description, deleted comments, and changed disposition to permanent.

Field Inspection Data & Follow-up Correspondence (Series 0267-143)

Reports filed after a Commission employee inspects a well or lease and any Notices of Violation or similar documents, including contamination site or spill site files.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/10/2014: Revised sub-agency information, description, and comments.

10/10/2019 eanderson: changed title, reworded description, deleted comments, and changed disposition to permanent.

Information Technology Section

Scout Cards (Series 0346-143)

Card files including drill stem test results, formation tops, zones completed.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper

Remarks: 10/10/2019 eanderson: reworded descriptions, changed retention and disposition to permanent, changed subagency to Information Technology Section.

Litigation Section

Docket Files (Series 0274-143)

Official files for each docketed conservation division matter, including any application, motion, affidavit, pleading, transcript, or Commission Order pertinent to the docket.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/14/2014: supersede into 0247-143, Conservation Division Docket Files.
10/10/2019 eanderson: changed subagency to Litigation Section and changed retention and disposition to permanent.

Litigation Working Files (Series 0250-143)

Case files for docketed matters, including penalty recommendations, correspondence, and other materials.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain 3 calendar years after matter is closed, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/14/2014: revised sub-agency information, series title and description, and changed retention from permanent to destroy.

09/18/2015: series was tabled at January 2014 SRB meeting and has not been reviewed again since; putting entry into Internal Review status.

10/10/2019 eanderson: renamed series from Case Files - Production to Litigation Working Files, changed subagency to Conservation Division - Litigation Section, reworded description, changed retention and disposition from "Retain permanently or transfer to the Archives" to "Retain 3 calendar years after matter is closed, then destroy."

Operator License Records (Series 0312-143)

Applications, renewals, and other materials required to be a licensed operator.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 3 calendar years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 01/14/2014: supersede to 0247-143, Conservation Division Docket Files.

10/10/2019 eanderson: changed subagency to Litigation, reworded description, deleted comments, changed disposition from permanent to destroy, and changed retention period to 3 calendar years.

Operator Licensing Database (Series 0313-143)

Computer database used to track current status of all licenses.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain data until license is expired plus 5 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 11 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/10/2014: revised sub-agency information and retention comments.

10/11/2019 eanderson: changed title from Operator License Tracking System to Operator

Licensing Database, changed subagency to Litigation Section, reworded comments and changed retention period from 'no longer useful.'

Production Section

Gas Venting and Flaring Records (Series 0272-143)

Applications by well operators for permission to vent 25 Mcf per day of gas.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.

Retain electronic copy permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: changed subagency to Production section, reworded comments, and changed disposition to permanent.

New Pool Records (Series 0287-143)

Applications for severance tax exemptions on new oil and gas fields, i.e. pools, plus miscellaneous supporting documents.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.

Retain electronic copy permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: changed subagency to Production Section, reworded comments, and changed disposition to permanent.

Oil & Gas Field Maps (Series 0284-143)

Maps containing information on well sites, surface features, and political boundaries. Also maps of gas pipelines used to gather gas from gas fields.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy. Retain electronic copy permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/14/2014: revised description, retention and disposition, and comments. Also noted electronic record copy format.

10/10/2019 eanderson: updated description, reworded comments, changed subagency to Production Section, changed retention from 'currt' to permanent, and disposition from archives to permanent.

Oil Producers Monthly Report for Pro-Rated Fields (Series 0306-143)

Records of oil production from fields operating on a pro-rated basis.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy. Retain electronic copy permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: changed subagency to Production Section, reworded comments to show that these records are now kept electronically, and changed disposition to permanent.

Oil and Gas Pro-Ration Schedules (Series 0302-143)

Schedules of production levels allowed for each well that is operating on a pro-rated basis.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.
Retain electronic copy permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/14/2014: revised retention period.

09/18/2015: series was tabled at January 2014 SRB meeting and has not been reviewed again since; putting entry into Internal Review status.

10/10/2019 eanderson: changed subagency to Production Section, updated description and comments, changed disposition to permanent.

Underground Injection Control Section

Annual Fluid Injection Report (U3C) Forms (Series 0376-143)

Forms submitted by operators to report annual underground injection operations.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper

Remarks: 10/10/2019 eanderson: renamed series Annual Fluid Injection Report (U3C) Forms, changed subagency to Underground Injection Control Section, reworded description, deleted outdated comments, changed retention and disposition to permanent.

Injection and Disposal Well Records (Series 0345-143)

Docket file based on U.I.C. Permit number, including plat maps, logs, applications, correspondence, orders, transfers, mechanical integrity results, annual reports of fluid injection, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy.
Retain electronic copy permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: series renamed Injection and Disposal Well Records, subagency changed to Underground Injection Control Section, description updated, comments reworded to show that records are now kept electronically, and disposition changed to permanent.

Underground Injection Control EPA Tracking (Series 0369-143)

Records related to the Commission's authority to control underground injection in Kansas in reference to the Environmental Protection Agency (EPA), including grant applications and supporting documents for EPA program review.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 15 calendar years

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/12/2014 mwiget: revised description and series title.

09/18/2015: series was tabled at January 2014 SRB meeting and has not been reviewed again since; putting entry into Internal Review status.

10/10/2019 eanderson: changed series title, reworded description, changed subagency, deleted comments, and changed disposition from archives to destroy.

Underground Injection Control Maps (Series 0368-143)

Maps used in evaluation and determination of applications for the use of underground injection.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until scanned and quality assurance is performed, then destroy. Retain electronic copy permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: subagency changed to Underground Injection Control Section, reworded comments, changed disposition to permanent.

Well Plugging Section

Abandoned Well Database (Series 0322-143)

Computer database of all wells for which the State cannot identify a responsible party.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-074

Last Surveyed 10 October 2019

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/10/2019 eanderson: changed series title from Plugged Well Data Base - Fee Fund to Abandoned Well Database, changed subagency to Well Plugging Section, reworded description, changed retention period from "retain until no longer useful" to permanent, and changed disposition to permanent.

Housekeeping Changes Since 25 April 2019

17 October 2019

Obsolete

102-001

Behavioral Sciences Regulatory Board

Regulations History (Series 0017-102)

Description: Variety of documents relating to the development and implementation of regulations to license social workers, psychologists, counselors, and therapists in the state of Kansas.

143-010

Kansas Corporation Commission Administrative Division Computer Services

Electrical System Hourly Loads in EEI Format (Series 0062-143)

Description: Data concerning electrical system loads of generating electric companies in Kansas by hour for each year.

Energy Analysis

Compliance to Maximum Lighting Standards (Series 0033-143)

Description: Copies of maximum lighting standards compliance certifications for new commercial buildings submitted by contractors to utilities companies, which forward the copies to the KCC.

Rate Case Information Prepared By REA Staff (Series 0140-143)

Description: Research information compiled by the division staff at the request of the commissioners and other divisions for use in rate cases.

Energy Section

ICP Cycle Data Information (Series 0082-143)

Description: Printed federal regulations governing the Institutional Conservation Program received from the U.S. Dept. of Energy with related materials from other sources.

Major Issue Reports Generated by Section (or REA) (Series 0099-143)

Description: Reports regarding major issues prepared by the staff at the direction of the commission.

Public Information Office

News Summaries (Series 0109-143)

Description: Copies of KCC-related items in newspapers, magazines, and other publications used for informational purposes.

Support Services

Appearance Dockets Cross Reference File (Series 0011-143)

Description: Cross reference file, formerly maintained as a card file and currently maintained as an electronic database, that provides access to numerically arranged appearance dockets by name of applicant.

County Road Maps (Series 0053-143)

Description: Printed maps of the roads in each county obtained from the State Department of Transportation for reference use by the KCC staff.

Railroad Maps (Series 0138-143)

Description: Printed maps, and mylar copies of them, depicting railroad lines in Kansas prepared by the graphics section and updated biennially.

143-015

Kansas Corporation Commission

Litigation Division

Correspondence – Routine (Series 0171-143)

Description: Copies of letters and memoranda sent by the Legal Department staff; also travel vouchers.

Court Reporter Notes (Series 0173-143)

Description: Shorthand notes prepared by court reporters during hearings of the KCC or related proceedings.

Court Reporter Transcripts - Informal Dockets (Series 0175-143)

Description: Typed transcripts of court reporters shorthand notes prepared during informal docket hearings.

Court Reporter Transcripts - Mined Land Board Meetings (Series 0176-143)

Description: Typed transcripts of court reporters shorthand notes prepared during board meetings.

Oil and Gas Proration Orders (Series 0180-143)

Description: Copies of KCC basic orders concerning proration of oil and gas production among various companies.

Report of Hearing Log (Series 0182-143)

Description: Quick reference for Court Reporter clerical support listing staff attorney, court reporter, company attorney, citations, disposition, number of pages in transcript, date typed, and #'s of transcripts.

Transportation Files (Series 0185-143)

Description: Copies of orders, applications, certificates, and filings related to KCC proceedings involving motor carriers, railroads, and pipelines.

143-020

Kansas Corporation Commission

Utilities Division

Commission Orders (Series 0194-143)

Description: Duplicate chronological file of Commission's final orders in formal cases, maintained for reference purpose.

Commission Orders (Series 0193-143)

Description: Duplicate chronological file of Commission's final orders in formal cases maintained for reference purposes.

Electric Cooperative Sub-station Report (Series 0202-143)

Description: Monthly report by electric utilities under KCC jurisdiction. Includes location, capacity and demand of substation, metered Kwh & dollar amount of sales, # of customers associated with energy sold.

Gas Interruption Report (Series 0206-143)

Description: Monthly report submitted by jurisdictional utilities in accordance with Docket #106,210. Includes number of curtailments, volumes of natural gas curtailed.

Weekly Calendar (Series 0215-143)

Description: Weekly status printouts listing formal, informal, and other action/investigations involving the utilities staff including the company(ies))) involved, staff, status, date action must concluded, etc.

Compliance Section

Electric Peak Demand Reports (Series 0203-143)

Description: Monthly reports by regulated electric utilities identifying by substation the electric demand, includes kilowatt units demanded and delivered. Information used in determining the surcharge.

Research and Development Surcharge Reports (Series 0211-143)

Description: Monthly reports submitted by regulated electric utilities indicating the funds collected for research and development. Includes information used to determine the surcharge added to customer bills.

Pipeline Safety

Pipeline Safety Annual Inspection Reports (Series 0049-143)

Description: Reports submitted by all jurisdictional pipeline operators within the state of Kansas and includes the miles of pipes and number of services.

Pipeline Safety Annual Reports (Series 0424-143)

Description: Copies of federal annual reports of gas pipeline operators.

Pipeline Safety Meters Annual Inspection Reports (Series 0051-143)

Description: Reports generated from the inspection of natural gas piping networks in trailer courts and apartment buildings by building owners to tenants.

Pipeline Safety Program Certificates (Series 0422-143)

Description: Copies of federal forms authorizing federally funded programs.

Pipeline Safety Telephonic Reports (Series 0421-143)

Description: Computer generated reports pertaining to minor incidents involving natural gas pipelines that result in \$5,000 or less in damages with no injuries.

143-040

Kansas Corporation Commission

Transportation Division

Motor Carrier Section

Equipment Sheets (Series 0227-143)

Description: Lists of vehicles (power units) operating under the authority granted to each motor carrier.

Motor Carrier Application Database (Series 0230-143)

Description: Computer database containing information derived from Motor Carrier Application Files (q.v.) - used for quick reference and management of associated paper records.

Motor Carrier Application Files (Series 0231-143)

Description: Records related to authorization of individual motor carriers to operate in Kansas: Intrastate, Exempt, Private, and single state applications, insurance forms, financial statements, KCC and FHWA certificates or permits, partnership agreements and other documents.

143-050

Kansas 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.

Administrative Services Section

General Data Processing Files (Series 0353-143)

Description: Reference files containing wide variety of materials regarding computers and data processing.

Plugging Record Cards - Fee Fund (Series 0328-143)

Description: 5x7 card files used for quick reference and index to records regarding oil wells plugged by the state: well name, location, dates, contractors used, costs, etc.

Administrative Services Section Library

Nomenclature Cards (Series 0293-143)

Description: Quick reference to formations of oil and gas within fields, describing wells in field and location. Received from Kansas Geological Survey periodically.

Technical Services Section

Oil Lease System (Series 0304-143)

Description: Computer database used to cross-reference oil leases in Kansas: purchaser, operator, lease or well name, location, geological formation.

Technical Services Section Production Unit

Gas Pro-Ration Summary (Series 0270-143)

Description: Computer listings of all pro-rated gas fields by location.

Gas Well Records - Pro-Rated (Series 0273-143)

Description: Documents describing gas well operations and physical features. Updated every 2 years.

Market Demand Lists (Series 0285-143)

Description: Statistics on market demand for oil - supplied to public upon request.

Oil Pro-Ration Summary (Series 0305-143)

Description: Computer listing of all pro-rated oil fields by locations.

Oil and Gas Monthly Data Reports (Series 0301-143)

Description: Monthly reports from the Department of Revenue listing production of oil and gas at individual wells.

Orders - Pro-Rated Oil Fields (Series 0317-143)

Description: Copies of Commission orders regarding pro-rated oil fields.

Pro-Rated Gas Field Records (Series 0333-143)

Description: Documents related to gas fields producing on a pro-rated basis. Includes various test results, G-2 forms, history of production, and other supporting materials.

Pro-Ration Applications Denied Database (Series 0334-143)

Description: Computer database used to index applications for gas pro-ration which have been denied or withdrawn.

Subject Files Geographic (Series 0355-143)

Description: Wide range of documents related to the oil and gas industry maintained by Kansas location.

296-002

Department of Labor

Division of Staff Services

Budget Documents – Extra Copies (Series 0013-296)

Description:

Functional Time Distribution Tabulations (Series 0025-296)

Description:

296-015

Department of Labor

Labor Market Information Services Division

OSH 200 Survey (Series 0099-296)

Description: Reports of illnesses survey of Kansas businesses done on an annual basis including: name, address, type of business, and statistics on number of inquiries or illnesses resulting in lost work time.

OSH Survey Printouts (Series 0223-296)

Description: Information used for verification and mailing of OSH 200 surveys including the names and addresses of sampled businesses receiving OSH 200 survey.

482-001 Board of Nursing

Advanced Registered Nurse Practitioner Register (Series 0004-482)

Description: Roster compiled and maintained by the board listing all advanced registered nurse practitioners licensed to practice in the state as required by KSA 74-1106(c)(5).

Correspondence Log (Series 0014-482)

Description: Log used to track who responded to correspondence received by the board.

Lapsed Licensed Mental Health Technician Cards (Series 0022-482)

Description: Index cards, maintained for convenience of reference, containing summary information on licensed mental health technicians whose licenses have lapsed.

Lapsed Licensed Practical Nurse Cards (Series 0023-482)

Description: Index cards, maintained for convenience of reference, containing summary information on licensed practical nurses whose licenses have lapsed.

Lapsed Registered Nurse Cards (Series 0024-482)

Description: Index cards, maintained for convenience of reference, containing summary information on registered nurses whose licenses have lapsed.

Legislation Reference Files – Other States (Series 0026-482)

Description: Documents relating to legislation in other states maintained for convenience of reference.

Master Index Cards for Licensed Mental Health Technicians (Series 0032-482)

Description: Index cards compiled and maintained by the board containing summary data on licensed mental health technicians as required by KSA 74-1106(c)(5): work history summary, exam scores, license no., etc.

Master Index Cards for Licensed Practical Nurses (Series 0033-482)

Description: Index cards compiled and maintained by the board containing summary data on licensed practical nurses as required by KSA 74-1106(c)(5): work history summary, exam scores, license no., etc.

Master Index Cards for Registered Nurses (Series 0034-482)

Description: Index cards compiled and maintained by the board containing summary data on registered nurses as required by KSA 74-1106(c)(5): work history summary, exam scores, license no., etc.

National Council Licensure Examination Records (Series 0035-482)

Description: Computer printout listing the examination results of candidates including individual name, summary information, scores, etc.

Registered Nurse Anesthetist Register (Series 0041-482)

Description: Roster compiled and maintained by the board listing all registered nurse anesthetists licensed to practice in the state as required by KSA 74-1106(c)(5).

Statistical Data (Series 0045-482)

Description: Documents relating to the compilation of statistics which are used for a variety of reports on nursing professionals in the state.

000-109

Local Government Records

County Treasurer

Abstract of Personal Property Tax Warrants (Series 0001-109)

Description: See Abstracts of Taxes.

Ad Valorem Tax Reduction Report (Series 0002-109)

Description: Lists firm name, business address, assessed value, amount of tax, penalty, total date due, delinquent date, date paid, bill number.

Amount of Money in Each Treasury Fund (Series 0026-109)

Description: See Monthly Reports.

Assessment Increases for Real Estate (Series 0003-109)

Description: See Added Tax Orders.

Assessment Rolls – Banks, Corporations, Insurance Companies, Utilities (Series 0007-109)

Description: Assessment rolls of the banks, corporations, insurance companies and utilities sometime separately records from the general assessment rolls, showing name, rate, and amount of dividends in past five years, number of shares of stock sold, salaries paid officers and employees, detailed statement of resources and liabilities, value of all shares, description and value of real estate owned, list moneys and credit. Also may be found in County Appraiser's or Clerk's Office.

Benefit Districts Documents (Series 0047-109)

Description: See Tax Reports Special Assessments.

Bond and Coupon Register (Series 0009-109)

Description: Register of Bonds issued and redeemed. Lists coupon number, amount, date of issuance, date of redemption, purpose of bond and to whom issued.

Bonds and Coupons Due Reports – Copies (Series 0010-109)

Description: Reports of bond issues and coupon due dates and amounts due.

Cash Posting Registers (Series 0008-109)

Description: See Balance Register.

Compromise Orders (Series 0037-109)

Description: See Settlements.

County Clerk's Financial Reports (Series 0013-109)

Description: Reports detailing financial activity occurring in the County Clerk's office. Usually submitted monthly.

Daily Balances/Statements (Printouts, Registers/Journals) (Series 0008-109)

Description: See Balance Register.

Delinquent Personal Property Abstract Book (Series 0014-109)

Description: Contains numbers of personal property delinquencies and total amount due by taxation district.

Delinquent Personal Property Ledgers (Series 0015-109)

Description: Contains lists of persons owing delinquent personal property taxes showing for each: years, name and address of property owner, tax and penalties, total due and date paid. Also indicates whether referred to prosecuting attorney and, if so, date lien executed against any real property of the taxpayer and date released.

Delinquent Personal Property Tax Receipts (Series 0016-109)

Description: Duplicates of receipts issued for payment of delinquent personal property taxes. Contains receipt number, date issued, name of taxpayer, amount, year of assessment, personal property valuation, taxes assessed, interest, penalty and total amount of payments.

Delinquent Personal Property and Real Estate Reports (Series 0019-109)

Description: Annual reports of delinquent real estate and personal property taxes. Lists name of taxpayer, location and description of property, assessed valuation, amount of tax, interest, penalty and total payments due. Also may detail how collected Delinquent Taxes were distributed.

Delinquent Real Estate Tax Receipts (Series 0018-109)

Description: Duplicates of receipts issued for payment of delinquent real property taxes. Contains receipt number, date issued, name of taxpayer, amount, year of assessment, real property valuation, taxes assessed, interest, penalty and total amount of payments.

Foreclosure/Forfeitures (Series 0048-109)

Description: See Tax Sales.

Gas/Oil Permits (Series 0022-109)

Description: Contains detailed data on production of oil or gas on leased lands showing names and addresses of lessor and lessee, location, and acreage leased; for oil wells includes monthly production in barrels, grade and market price and for gas includes monthly production in cubic feet and average market price.

Inheritance Tax Records (Series 0025-109)

Description: Contains reports from the probate court on the appraisal of estate assets showing decedent, dates of death and appraisal, appraised value of real and personal property, total value of property, cost of appraisal and case number. May also include copies of court orders to determine tax without the auditor's appraisal, showing decedent, case number, value of estate, amount of exemption and tax and by whom tax should be paid.

Land Sales (Series 0048-109)

Description: See Tax Sale Records and/or Redemptions.

Mortgage Registration Records (Series 0027-109)

Description: Contains date of deed, taxing district, grantor, grantee, volume and page number of plat book, parcel number, lot number, total value for taxation, and transfer fee paid.

Motor Vehicle License Tag Registers/Lists (Series 0028-109)

Description: Register of License Tags issued. Lists tag number, owner, make and model of automobile and taxes paid.

Notices of Changes in Classification/Valuation (Series 0003-109)

Description: See Added Tax Orders - Personal Property and Real Estate.

Oaths and Officer Bonds (Series 0030-109)

Description: Oaths and Bonds of county officials showing names of principals and sureties, amount of bond, date executed and conditions of obligation.

Personal Property Returns (Series 0031-109)

Description: Arranged chronological, therein by file number. Contains personal property returns of individuals and corporations showing year of return, name and address of taxpayer, an itemized list of tangible property and itemized list of intangible property and total tax due.

Personal Property Tax Receipts Copies and Stubs (Series 0045-109)

Description: See Tax Receipts Paid.

Real Estate Ownership Lists and Indexes (Series 0033-109)

Description: Report that lists number of houses, owners, acres, lots. Property assessments, personal property and total assessments.

Real Estate Redemption Certificates and Sale Books (Series 0034-109)

Description: See Redemptions.

Real Estate Report (Series 0033-109)

Description: See Real Estate Ownership Lists/Indexes.

Real Estate Sold and Transferred (Series 0027-109)

Description: See Mortgage Registration Records.

Real Estate Tax Bill Register (Series 0001-109)

Description: See Abstract of Taxes.

Receipts – Various

Description: See General Schedule Receipts.

Refund and Abatement Records (Series 0046-109)

Description: See Tax Refunds and/or Tax Abatements.

Revenue Sharing Federal Grants (Series 0035-109)

Description: Documents relating to federal/local revenue sharing grants and programs.

Settlements (Series 0037-109)

Description: Contains general fund settlements with subdivisions showing for each: balance on hand at beginning of the year, statement of receipts from all sources, expenditures from each fund, debit or credit balance of each fund and total debit or credit balance remaining at time of settlement.

Sheriff's Reports (Series 0038-109)

Description: Reports detailing financial activity occurring in the County Sheriff's office. Usually submitted quarterly.

Tax Abatements/Exemptions Personal Property (Series 0039-109)

Description: Shows name and address of owner, description and value of property exempted and narrative justification for exemption.

Tax Abatements/Exemptions Real Property (Series 0040-109)

Description: Contains record of land and buildings exempt from taxation (burying grounds, public schoolhouses, public worships, public charity, home for the aged and other public buildings) showing date exempted, parcel number, valuation, description and location of tract.

Tax Distribution Worksheet (Series 0043-109)

Description: Working documents used in the compilation of the Tax Distribution Register.

Tax Foreclosure Sales (Series 0048-109)

Description: See Tax Sales.

Tax Payment Lists (Series 0041-109)

Description: See Tax Collection Register.

Tax Protests (Series 0005-109)

Description: See Assessment Appeals.

Tax Receipts Paid (Series 0045-109)

Description: Copy of tax bills or notices with payment showing date, taxpayer's name and address and total tax due.

Tax Refunds (Series 0046-109)

Description: Documents pertaining to annual tax refunds. May include refund notices, canceled checks, refund ledger, etc.

Tax Reports Special Assessments (Series 0047-109)

Description: Contains lists of special assessments for ditches, bridges, sewers, sidewalks and streets showing taxing district, property owners, nature of improvement, lot and parcel number, acreage assessed, assessment and record of payment.

Tax Rolls (Individual, Corporate, Utility) (Series 0041-109)

Description: See Tax Collection Register.

Taxing Subdivision Lists and Code Numbers (Series 0049-109)

Description: Listing of taxing districts/subdivisions and code numbers.

Vehicle Records (Series 0029-109)

Description: See Motor Vehicle Records.

Housekeeping Edit

000-002

State General Schedule

Fiscal

Imprest Fund (Series 0053-000)

Description: Documents related to the administration and accounting of the imprest fund which allows an agency to use a local bank account as authorized by statute: DA form 152- "Checkbook Record--Imprest Fund." Includes written requests/authorizations for immediate payment, copies of disbursements, 1099 JVs, copies of supporting documentation and records on monthly reconciliations of fund.

082-004

Office of the Attorney General

Victim Services Division

Task Force Files (Series 0100-082)

Description: Reports, minutes, and other documents relating to activities of special task forces.

102-001

Behavioral Sciences Regulatory Board

Credentialing Files (Series 0006-102)

Description: Documents relating to the credentialing process establishing that the applicant's required qualifications to practice in the state of Kansas have been met or are in process.

Disciplinary Case Files (Series 0007-102)

Description: Documents relating to investigations by the board into allegations of misconduct or malpractice which results in dismissal as unfounded, suspension or license revocation.

Licensing Files (Series 0013-102)

Description: Applications and supporting documentation relating to the licensing process for social workers, counselors, psychologists and therapists to practice in the state of Kansas.

Revocation Files (Series 0018-102)

Description: Documents relating to the revocation of a license to practice in the state of Kansas based upon violations or misconduct as specified in KSA 65-6311 or KSA 65-6408.

143-010

Kansas Corporation Commission

Administrative Division

Confidential Docket Materials (Series 0425-143)

Description: Formal Docket cases material determined by the Commission to be confidential by companies filing applications in accordance with K.A.R. 82-1-221A.

Commissioners, Offices of

Case Reference Files (Series 0029-143)

Description: Copies of Utilities, Transportation, and Conservation Applications with supporting materials (reports, studies, correspondence, etc.)

Computer Services

Documentation for Computer Programs (Series 0061-143)

Description: Electronic documentation explaining the operation and maintenance of computer programs.

Energy Analysis

Disconnect Reports (Series 0058-143)

Description: Monthly summary data reports received by the KCC concerning utilities customers whose service has been disconnected because of inability to pay.

Energy Section

Correspondence and Information - PURPA (Series 0052-143)

Description: Documents concerning programs established pursuant to the Public Utility Regulatory Policy Act.

Executive Director, Office of

Computer Services Files (Series 0034-143)

Description: Correspondence and reports related to agency's computerization.

Public Information Office

Annual Complaint Reports (Series 0105-143)

Description: Annual computer-generated statistical reports prepared by the Kansas Corporation Commission regarding complaints filed by consumers and distributed to regulated companies and the Commissioners.

News Releases (Series 0108-143)

Description: Typed news releases issued by the Kansas Corporation Commission.

Public Hearing Files (Series 0130-143)

Description: Copies of documents related to public hearings conducted by the Kansas Corporation Commission acquired for reference use by the Investigation and Mediation Section staff.

Support Services

Appearance Dockets (Series 0010-143)

Description: Record of all actions related to each application received by the Kansas Corporation Commission.

Form Originals (Series 0075-143)

Description: Originals of agency-designed forms prepared by Public Affairs and Consumer Protection.

Utility Service Maps (Series 0156-143)

Description: Maps depicting certified areas, physical property, and other data concerning utilities regulated by the KCC, including county maps placed in binders.

143-015

Kansas Corporation Commission
Litigation Division

Court Reporter Transcripts – Formal Dockets (Series 0174-143)

Description: Typed transcripts of court reporter's shorthand notes prepared during formal docket hearings.

143-020

Kansas Corporation Commission
Utilities Division

Card Files (Series 0191-143)

Description: Index to proceedings involving each utility company.

Certificates of Convenience and Necessity (Series 0192-143)

Description: Certificates issued by the KCC authorizing regulated utilities to operate over specified geographic areas in Kansas.

Commission Orders (Series 0195-143)

Description: Commission's final orders in formal cases.

Communication and Electric Line Reports (Series 0196-143)

Description: Requests from regulated utilities for authority to make changes in communication or electric lines.

Docket Files (Series 0200-143)

Description: Applications, pleadings, correspondence, transcripts, orders, and other documents related to formal and informal commission proceedings.

Tariffs (Series 0212-143)

Description: Documents listing rates charged by regulated utilities which have been approved by the KCC.

Wolf Creek Docket Files (Series 0217-143)

Description: Transcripts, orders, testimony, and other documents related to KCC proceedings in 4 cases involving the Wolf Creek generating station.

Pipeline Safety

Pipeline Safety Incident Reports (Series 0423-143)

Description: Reports pertaining to natural gas incidents such as explosions, personal injury, or damages over \$5,000. Reports created after 2017 are retained electronically.

143-040
Kansas Corporation Commission
Transportation Division
Safety and Compliance Section

Motor Carrier Vehicle Inspections and Audit Reports (Series 0234-143)
Description: Reports related to vehicle inspections and motor carrier audits under a joint program with the Kansas Highway Patrol and the Federal Bureau of Motor Carrier Safety.

143-050
Kansas Corporation Commission
Conservation Division

Correspondence – Routine (Series 0258-143)
Description: Correspondence, incoming and outgoing, related to routine division administrative matters.

Legal Section
Compliance Unit

Compliance Tracking System (Series 0253-143)
Description: Electronic databases or spreadsheets used to track the penalty process or any other docket, from District recommendation or initial application until the matter is closed.

175-001
Kansas Housing Resources Corporation
Administration

Emergency Repair Program (ERP) Files (Series 0001-175)
Description: Documents including applications, correspondence, pictures, bids, fiscal information, and vouchers.

Financial Statements (Series 0034-175)
Description: Quarterly and annual financial statements, adjusting entries and workpapers.

Financing Adjusting Factor (FAF) Loan Files (Series 0002-175)
Description: Documents including correspondence, agreements, payment vouchers, and financial data.

Kansas Accessibility Modification Program (KAMP) Files (Series 0007-175)
Description: Documents including checklists, applications, correspondence, pictures, bids, fiscal information, and vouchers.

Vouchers – Payment (Series 0035-175)

Description: Vouchers used to order and pay for goods and services including DA forms 100 thru 109, and DA-120.

Vouchers – Receipts (Series 0036-175)

Description: Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.

175-002

Kansas Housing Resources Corporation

Homeownership

Cost Analysis Program Files (Series 0012-175)

Description: Documents related to funded individuals including checklist, applications, income and asset verification, project setup report, home inspections and reports, lead-based paint notice, appraisal, purchase contract, affidavits, Housing and Urban Development (HUD) statements, mortgage, project completion report, etc.

First Time Homebuyer Grantee Files (Series 0013-175)

Description: Documents related to funded individuals including checklist, applications, income and asset verification, project setup report, home inspections and reports, lead-based paint notice, appraisal, purchase contract, affidavits, Housing and Urban Development (HUD) statements, mortgage, project completion report, etc.

Homeownership

Homeowner Rehabilitation

Homeowner Rehabilitation Grantee Files (Series 0014-175)

Description: Documents including award letters, state grantee contracts and amendments, federal compliance reports, applications, quarterly reports, monitoring reviews, correspondence, photographs and diagrams, income demographics, work descriptions, payments, and code and inspection compliance reports.

175-004

Kansas Housing Resources Corporation

Asset Management

Financial

Rent Adjustment Records (Series 0024-175)

Description: Documents detailing property rent adjustments.

175-006

Kansas Housing Resources Corporation

Rental Housing

Housing Tax Credit

Tax Credit Compliance Files (Series 0025-175)

Description: Documents including management records, tax records, complaints, agreements, waivers, requests, 8609 and 8823 forms, procedures contractual documents and covenants.

Tax Credit Records (Series 0026-175)

Description: Documents including developmental or architectural plans, applications, Restricted Use Covenants (RUCs), rents, financial records.

Private Activity Bonds

Tax Exempt Bond Financing (Series 0027-175)

Description: Documents including tax records, bond records, developmental and architectural plans, financial records, Restricted Use Covenants (RUCs), agreements and applications.

Rental Housing Enhancement Fund (RHEF)

Rental Housing Enhancement Fund Records (Series 0030-175)

Description: Documents including loan or grant records and financial records of developers.

Tenant Based Rental Assistance (TBRA)

Federal Deposit Insurance Corporation (FDIC) Files (Series 0031-175)

Description: Documents including monthly and annual reports from FDIC, copies of financial documents, correspondence, and annual compliance reports from property owners.

482-001

Board of Nursing

Advanced Practice Registered Nurse Application Files (Series 0003-482)

Description: Applications and supporting documentation relating to the issuance of licenses to qualified advanced registered nurse practitioners who intend to practice in the state. Includes endorsement applications, license renewal and reinstatement applications.

Licensed Mental Health Technician Application Files (Series 0028-482)

Description: Applications and supporting documentation relating to the issuance of licenses to qualified licensed mental health technicians who intend to practice in the state. Includes endorsement applications, license renewal and reinstatement applications.

Licensed Practical Nurse Application Files (Series 0030-482)

Description: Applications and supporting documentation relating to the issuance of licenses to qualified licensed practical nurses who intend to practice in the state. Includes endorsement applications, license renewal and reinstatement applications.

Registered Nurse Anesthetist Application Files (Series 0040-482)

Description: Applications and supporting documentation relating to the issuance of licenses to qualified registered nurse anesthetists who intend to practice in the state. Includes endorsement applications, license renewal and reinstatement applications.

Registered Nurse Application Files (Series 0042-482)

Description: Applications and supporting documentation relating to the issuance of licenses to qualified registered nurses who intend to practice in the state. Includes endorsement applications, license renewal and reinstatement applications.

Subject Files – Education Specialist (Series 0048-482)

Description: Correspondence, reports, etc. related to the administration and operation of the education division of the agency.

Subject Files – Practice Specialist (Series 0050-482)

Description: Correspondence, reports, etc. related to the administration and operation of the investigative division of the agency.

562-001

State Board of Tax Appeals

Small Claims Decisions (Series 0025-562)

Description: Decision rendered by hearing officers into tax disputes for small claims.

Tax Appeals Case Files (Series 0019-562)

Description: Applications and supporting materials relating to tax protests, grievances, equalization appeals, and exemption requests considered by the Board of Tax Appeals that may result in a hearing.

670-001

Office of the State Treasurer Administration

Legal Case Files (Series 0002-670)

Description: Documents relating to litigation involving the State Treasurer.

670-003

Office of the State Treasurer Cash Management

Item Processing

County Treasurers' Reports (Series 0018-670)

Description: Reports generated by the county treasurers itemizing the monies received for deposit by the State Treasurer into the various state funds.

670-004

Office of the State Treasurer Unclaimed Property

Claim Files (Series 0038-670)

Description: Form and supporting documentation filed by individuals seeking to reclaim property transferred to the State Treasurer.

000-109

Local Government Records County Treasurer

Added, Abated, and Escaped Taxes (Series 0003-109)

Description: Contains a record of additions to, or deductions from, the lists because of error or an order of the board of revision, board of tax appeals, or court. Shows taxing district, property owner, description of tract, addition or deduction, and reason for revision. Also called Change Orders.

Tax Protests (Series 0005-109)

Description: Appeals by property owners on assessed taxes. Contains appeal form notice of Board meeting and final decision, correspondence and legal documents if appeals in court.

Balance Register (Series 0008-109)

Description: Contains treasurer's daily statement of transactions to auditor showing cash balance at beginning of day, receipts and disbursements during the day, and balance at the end of the day. Also called Daily Cash Statements.

Fee Books (Series 0021-109)

Description: Contains a record of fees paid into county treasury showing date, by whom paid, settlements, penalties and total paid. Also called Paid In/Paid Out Books.

Monthly/Quarterly Reports (Series 0026-109)

Description: Contains copies of monthly financial statements to the county commissioners for receipts, shows amount and fund credited and for disbursements, amount and fund debited. Shows amount of money received to the credit of each fund and account, the amount disbursed from each, the balance remaining to the credit of each and the balance of money in the treasury and depository.

Motor Vehicle Records (Series 0029-109)

Description: Includes: Property Tax Refund Applications, Registration and Property Tax Receipts, Sales Tax and Compensating Use Tax Reports, Tax Refunds, and Copies of Title Applications.

Superseded Series

034-003

Adjutant General's Department Public Information Office

Contracts (Series 0027-034)

Description: Legal agreements with individuals and organizations. Includes all associated documents, e.g.. DA-146 series.

Correspondence – Routine (Series 0029-034)

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.

Photographic and Video Materials (Series 0031-034)

Description: Photo-prints, negatives, slides, films, and videotapes.

Policy Statements (Series 0033-034)

Description: Original copies of formal explanations of agency policies and procedures issued in collective manual or individual statement formats.

Press Releases (Series 0034-034)

Description: Public information issued to the news media.

Procedures Manuals (Series 0173-034)

Description: Original copies of agency procedures issued in a collective manual.

Speeches and Writings (Series 0035-034)

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

034-003

Adjutant General's Department Department of Facilities and Engineering

Batch Transmittal Forms (Series 0074-034)

Description: Completed forms used to transmit documents for mass computer input - includes both DA forms 199 and/or equivalent internal documents.

Bid Records (Series 0075-034)

Description: Documents related to requests for proposals, bids, quotations, or estimates.

Budget Preparation Files – Annual (Series 0076-034)

Description: Documents used in the preparation of the annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Building and Grounds Maintenance Records (Series 0077-034)

Description: Documents associated with repairs and maintenance to the physical plant of the agency - does not include Work Order and Logs (q.v.).

Capital Improvement Projects Files (Series 0078-034)

Description: Records related to construction projects: correspondence, bids, specifications, plans, drawings, reports, notes, etc.

Correspondence – Routine (Series 0080-034)

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.

102-001

Behavioral Sciences Regulatory Board

Accounts Payable Records (Series 0001-102)

Description: Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.

Accounts Receivable Records (Series 0002-102)

Description: Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.

Budget Preparation Files – Annual (Series 0003-102)

Description: Documents used in the preparation of the annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Budget Requests and Appeals – Annual (Series 0004-102)

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

Contracts (Series 0005-102)

Description: Legal agreements with individuals and organizations. Includes all associated documents, eg. DA-146 series.

Employee Personnel Files (Series 0008-102)

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

Employee Time Report Records (Series 0009-102)

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.

Inventory Records – Non-Expendable (Series 0011-102)

Description: Records related to capital equipment inventory management: DA forms 80 thru 83, computer reports from the Department of Administration, internal documents, correspondence, etc.

Leave Requests (Series 0012-102)

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

Minutes (Series 0015-102)

Description: Proceedings of the Behavioral Sciences Regulatory Board (and predecessor boards) meetings.

Receipts Records – Cash (Series 0016-102)

Description: Records of cash received by the agency: receipt slips, receipt books, receipt ledgers, etc.

SHaRP Reports (Series 0019-102)

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.

STARS Reports: Daily Financial (Series 0020-102)

Description: Computer reports regarding agency financial status issued on a daily basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

STARS Reports: Monthly Financial (Series 0021-102)

Description: Computer reports regarding agency financial status issued on a monthly basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

STARS Reports: Yearly Financial (Series 0022-102)

Description: Computer reports regarding agency financial status on yearly basis from the Division of Accounts and Reports to the Statewide Accounting and Reporting Systems.

Telecommunication Logs (Series 0025-102)

Description: Registers recording incoming and outgoing telephone calls and fax transmissions.

Travel Request and Authorization Records (Series 0026-102)

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

Vouchers – Receipts (Series 0027-102)

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 0028-102)

Description: Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123.

143-020

Kansas Corporation Commission
Utilities Division

Annual and Special Reports (Series 0188-143)

Description: General and specific reports on agency activities.

143-040

Kansas Corporation Commission
Motor Carrier Section

Correspondence – Routine (Series 0225-143)

Description: Individual files of letters sent and received by staff members of the Transportation Division.

143-050

Kansas Corporation Commission
Conservation Division

Applications – Conservation (Series 0247-143)

Description: Applications of various types filed with the Kansas Corporation Commission by all regulated oil and gas companies for authorization to operate in Kansas.

Oil and Gas Conservation Files (Series 0299-143)

Description: Copies of monthly applications, notices, and orders related to KCC proceedings involving oil and gas conservation.

Old Well Work-Over Log (Series 0309-143)

Description: Register of previously abandoned or plugged wells that are being re-worked.

Subject Files (Series 0351-143)

Description: Wide variety of documents regarding legal division activities: reports, budget materials, publications, etc.

Compliance Unit

Oil Spill Records (Series 0307-143)

Description: Copies of documents related to oil spills in state. Includes field reports, spill report forms, physical description of spill, description of cause and findings from investigation.

Operator License Penalty Records (Series 0314-143)

Description: Documents related to assessments of penalties to well operators for non-compliance with regulations and statutes: orders, correspondence and other supporting documents.

Orders - Compliance Related (Series 0315-143)

Description: Copies of KCC orders and supporting materials related to compliance section.

Orders - Spill Violations (Series 0320-143)

Description: Copies of orders by Commission regarding operators who fail to report oil spills or other related violations within 24 hours.

Replugging Records (Series 0340-143)

Description: Documents related to oil wells that have been replugged by KCC contractor due to leak or problem with initial plug. Includes field reports, plug authorization request, etc.

Spud Data Base (Series 0347-143)

Description: Computer database used to provide information regarding installation of permanent equipment at oil or gas well sites: spud date, operators license, license #, well name and #, locations, API #.

Administrative Services Section

Activity Reports - District Offices (Series 0245-143)

Description: Reports filed by district offices regarding various field activities: Old Well Work Over Reports, Seismic Core Hole Reports, etc.

Administrative Orders (Series 0246-143)

Description: Orders issued by the commission relative to administrative functions unrelated to docketed issues.

Rules and Regulation Committee Records (Series 0343-143)

Description: Records of committees related to the establishment of oil and gas industry regulations: Oil and Gas, Plugging and Completion, Pits and Ponds, and Underground Injection Control.

Statistical Lists - Quarterly and Monthly (Series 0350-143)

Description: Record of general statistics related to oil and gas industry in Kansas.

Subject Files - Director (Series 0354-143)

Description: Wide variety of documents related to full range of division activities: correspondence, reports, minutes, notes, etc.

Administrative Services Section

Library

Operator License Listing (Series 0311-143)

Description: Computer listing of all oil and gas operators in state since 1982.

Plugging Records Data Base Report (Series 0329-143)

Description: Quick reference to plugged wells. Includes name of driller, lease holder, location of well, well status, and American Petroleum Institute number.

Surface Casing Records (Series 0359-143)

Description: Information on footage of casing required to be below lowest useable fresh water zone for oil wells. Includes Notice of Intention to Drill, well plugging info, maps. etc.

Legal Section

Compliance Unit

Abandonment of Surface Pond Reports (Series 0244-143)

Description: Records related to oil and gas well operators not in compliance with surface pond regulations. Includes orders, correspondence, and supporting materials.

Technical Services Section

Well Completion Record Database (Series 0375-143)

Description: Computer database used to provide information regarding well completion (beginning of actual oil or gas production) on individual oil or gas wells.

Technical Services Section

Environmental Unit

EPA Miscellaneous Files (Series 0265-143)

Description: Records regarding inter-actions between the Environmental Protection Agency and the Conservation Division: correspondence, reports, procedures, regulations, etc.

Injection Well System (Series 0279-143)

Description: Computer database used to track status of wells involved in underground injection operations.

Notice of Intent to Drill Cards (Series 0294-143)

Description: Card file record of filings by individuals and companies of intentions to drill for oil or gas. Includes operator information, well site descriptions, locations, anticipated methods, etc.

Notice of Intent to Drill Database (Series 0295-143)

Description: Computer database containing information also found on Notice of Intent to Drill cards (q.v.).

Orders - Repressured Wells (Series 0318-143)

Description: Copies of orders by Commission on repressuring wells.

Orders - Salt Water Disposal (Series 0319-143)

Description: Copies of orders by Commission relating to salt water injection wells

Plugged Wells Database (Series 0323-143)

Description: Computer database used to provide information concerning abandoned and plugged oil and gas wells: operator license. #, if witnessed, operator name, lease name, well #, depth, location, dates, API #

Plugging Reports - Weekly (Series 0330-143)

Description: Records of all oil and gas wells plugged by Commission technicians each week.

Repressured Well Records (Series 0341-143)

Description: Documents regarding the application of pressure to oil wells to enhance production: plat maps, logs, applications, orders, correspondence, etc.

Subject Files - Underground Injection Control (Series 0357-143)

Description: Wide variety of documents related to underground injection of oil wells: correspondence, reports, notes, minutes, etc.

Surface Pond Excavation Applications (Series 0361-143)

Description: Applications by well operators to excavate surface ponds in conjunction with oil and gas production operations.

Surface Pond Permit Log (Series 0362-143)

Description: Record of surface pond permits issued to oil and gas well operators.

Surface Pond and Drill Pit Permits - Emergency (Series 0360-143)

Description: Copies of permits allowing well operators to construct emergency surface ponds in conjunction with petroleum production.

Temporary Abandoned Well Records (Series 0363-143)

Description: Documents related to temporary cessation of oil or gas well operations: applications, permits, and some supporting materials.

Temporary Abandoned Wells Tracking System (Series 0364-143)

Description: Computer database used to monitor status of temporarily abandoned unplugged oil and gas wells.

Underground Injection Control Authorization Transfers (Series 0365-143)

Description: Copies of documents recording transfers of ownership of injected wells and permission to continue underground injection thereof.

Underground Injection Control Inventory (Series 0367-143)

Description: Copies of inventories of UIC wells used to monitor and track other records regarding enhanced recovery wells.

Well Injections Log - Annual Reports (Series 0377-143)

Description: Record of the receipt of Annual Reports of Well Injections (q.v.) by oil well operators. Used to monitor and index that series.

Technical Services Section Production Unit

Co-Mingling Order System (Series 0251-143)

Description: Computer database used to cross-reference orders issued by the commission regarding co-mingled oil production.

Co-Mingling Records (Series 0252-143)

Description: Records related to oil wells with production of co-mingled oils.

Hearing Docket Files - Pro-Rated Gas (Series 0276-143)

Description: Reference copies of docket files related to pro-rated gas cases.

Historical Completion Report Listing (Series 0278-143)

Description: Computer report listing Notice of Intent to Drill locations for which no completion report have been filed.

Maps - Gas Pipeline Gathering Lines (Series 0283-143)

Description: Reference maps of gas pipelines used to "gather" gas from gas fields.

Oil Well Records (Series 0308-143)

Description: Records documenting creation, operation, and demise of individual oil wells. Includes Affidavit of Completion, Plugging Reports, and some individual drillers logs.

Orders - Gas & Oil (Series 0316-143)

Description: Copies of commission orders related to oil and gas.

296-002

Department of Labor

Division of Staff Services

Capital Inventories (Series 0015-296)

Description: Records related to capital equipment inventory management: DA forms 80 thru 83, computer reports from Department of Administration, internal documents, correspondence.

Employee Personnel Files (Series 0019-296)

Description: Electronic data associated with the employment of specific personnel: employee evaluation forms, applications for employment, and other personnel materials.

Employee Personnel Files (Series 0020-296)

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

Equal Employment Opportunity Grievance Files (Series 0022-296)

Description: Documents related to discrimination charges concerning employment made against an agency and subsequent investigations.

General Expense Vouchers (Series 0026-296)

Description: Copies of documents used to order and pay for goods and services: DA forms 100 thru 109 and DA-120.

Purchasing Records (Series 0039-296)

Description: Documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.

296-003

Department of Labor

Division of Employment Security

Referees Manual, Guidance Material (Series 0098-296)

Description: Training materials and agency procedures.

Reports of Meetings (Series 0099-296)

Description:

296-004

Department of Labor
Employment Services

Employee Personnel Files – Office Copies (Series 0120-296)

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

296-015

Department of Labor
Labor Market Information Services Division

Correspondence – Routine (Series 0142-296)

Description: Correspondence outside of regular LMIS programs, e.g. transmittal letters, requests for information, etc.

Summary of Deaths (Series 0101-296)

Description: Documents giving the cause of death by selected characteristics including: data on deaths by age, race, sex, county, cities, etc.

Survey Activities (Series 0102-296)

Description: Records relating to documentation and correspondence of OSH survey procedures including: transmittal forms for tapes, technical changes, benchmark statistics, etc.

296-041

Department of Labor
Division of Workers' Compensation

Capital Inventories (Series 0191-296)

Description: Records related to capital equipment inventory management: DA forms 80 thru 83, computer reports from the Department of Administration, internal documents, correspondence, etc.

296-XXX

Department of Labor
Multiple subunits/subunit not defined

Operations and Procedures Manuals, Handbooks (Series 0062-296)

Description: Original copies of Agency procedures issued in a collective manual.

482-001

Board of Nursing

Advanced Practice Registered Nurse License Renewal and Reinstatement (Series 0058-482)

Description: Applications and supporting documentation relating to the biennial renewal or reinstatement of professional licenses as required by KSA 65-1117.

Contracts – Peer Assistance (Series 0012-482)

Description: Contracts made with the state nursing association to monitor treatment programs for drug/alcohol violators.

Licensed Mental Health Technician Endorsement Applications (Series 0027-482)

Description: Applications and supporting documentation relating to the issuance of licenses to licensed mental health technicians previously licensed outside of Kansas who intend to practice in the state.

Licensed Mental Health Technician License Renewal and Reinstatement (Series 0060-482)

Description: Applications and supporting documentation relating to the biennial renewal or reinstatement of professional licenses as required by KSA 65-1117.

Licensed Practical Nurse Endorsement Applications (Series 0029-482)

Description: Applications and supporting documentation relating to the issuance of licenses to licensed practical nurses previously licensed outside of Kansas who intend to work in the state.

Licensed Practical Nurse License Renewal and Reinstatement Applications (Series 0061-482)

Description: Applications and supporting documentation relating to the biennial renewal or reinstatement of professional licenses as required by KSA 65-1117.

Minutes – Board of Nursing Committee (Series 0007-482)

Description: Proceedings of regular or special meetings of the committee.

Newsletter Files (Series 0036-482)

Description: Documents relating to items to be included in the quarterly newsletter sent to all nursing professionals.

Registered Nurse Anesthetist License Renewal and Reinstatement Applications (Series 0062-482)

Description: Applications and supporting documentation relating to the biennial renewal or reinstatement of professional licenses as required by KSA 65-1117.

Registered Nurse License Renewal and Reinstatement Applications (Series 0059-482)

Description: Applications and supporting documentation relating to the biennial renewal or reinstatement of professional licenses as required by KSA 65-1117.

Subject Files – Administration (Series 0046-482)

Description: Wide variety of documents relating to the administration of the various programs.

Subject Files – Director of Operations (Series 0049-482)

Description: Variety of documents relating to routine office matters.

562-001

State Board of Tax Appeals

Budget Preparation Files – Annual (Series 0005-562)

Description: Documents used in the preparation of annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Correspondence – Routine (Series 0009-562)

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.

Employee Time Report Records (Series 0012-562)

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.

Audit Reports (Series 0004-562)

Description: Results of audits conducted by the Legislative Division of Post-Audit and other state and or federal auditing agencies.

Vouchers – Receipts (Series 0023-562)

Description: Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.

Accounts Payable Records (Series 0001-562)

Description: Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.

Accounts Receivable Records (Series 0002-562)

Description: Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.

Employee Personnel Files (Series 0011-562)

Description: Documents associated with employment of specific personnel: employee evaluation forms, applications for employment, INS Residence Status forms, and other personnel materials.

670-005

Office of the State Treasurer
Postsecondary Education Savings

Annual and Special Reports (Series 0045-670)

Description: General and specific reports on agency activities.

Contracts (Series 0046-670)

Description: Legal agreements with individuals and organizations. Includes all associated documents, e.g.. DA-146 series.

Correspondence – Policy Related (Series 0047-670)

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.

Correspondence – Routine (Series 0048-670)

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.

Legislative Relations Files (Series 0051-670)

Description: Copies of bills and statutes, drafts of legislation, notes, correspondence, testimony, and other miscellaneous documents related to various legislative activities.

Technical Reference Files (Series 0054-670)

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.

000-109

Local Government Records
County Treasurer

Check Registers (Series 0011-109)

Description: Register showing check number, date issued, to whom issued, amount and purpose of payment. Sometimes contains check stubs.

Claims Vouchers (Series 0012-109)

Description: Copies of documents used to order and pay for goods. Lists voucher number, amount, payee, items purchased.

Quarterly Reports (Series 0032-109)

Description: Contains copies of quarterly financial statements to the county commissioners for receipts, shows amount and fund credited and for disbursements, amount and fund debited. Shows amount of money received to the credit of each fund and account, the amount disbursed from each, the balance remaining to the credit of each, and the balance of money in the treasure and depository.

Sales Tax Batch Sheets (Series 0036-109)

Description: Completed forms used to transmit sales tax information for mass computer input.

Tax Sale Records (Series 0034-109)

Description: Contains sale book and copies of redemption certificates issued by the auditor for delinquent tax sales showing delinquent owner, description and location of tract, to whom sold, years delinquent, delinquent tax and penalties, transfer and certificate fees, date of certificate and date filed.

Warrant Registers (Series 0051-109)

Description: Record of all warrants paid by Treasurer and charged to county. Includes number, amount, account charged, date issued, to whom issued and purpose of payment.

Warrants (Series 0050-109)

Description: Canceled warrants showing date issued, number, amount, name of payee and purpose of payment.