AGENDA
STATE RECORDS BOARD
1/16/2020
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. Kansas Insurance Department
   a. ERP – Legal and Anti-Fraud Records System
   b. ERP – Workers’ Compensation System
4. Kansas Corporation Commission
   a. Revised Series
   b. Superseded by Other Agency-Specific Entry
5. Conservation Districts
   a. New Series
6. Kansas State University
   a. ERP – Acalog Academic Catalog Management System
   b. New Series
   c. Superseded by Other Agency-Specific Entry
7. Kansas State Historical Society
   a. New Series
8. Housekeeping Changes:
   a. Obsolete Series
      • State Conservation Commission
9. Other Business:
   a. Future Meetings:
      • April 16, 2020
      • July 16, 2020
      • October 15, 2020
Meeting called to order at 8:39 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 April 25, 2019 meeting minutes.

Kansas State Board of Nursing: Mr. Anderson introduced the revised series 0064-482. Ms. Moreland explained the abandoned application process and why a shortened retention period is being requested. The board discussed the language and determined that an additional restriction should be added to protect personal information. Restrictions should be amended to K.S.A. 45-221(a)(1)(9)(30).

Motion: Mr. Veatch moved to approve the revised series as amended. Ms. Chinn seconded, unanimous approval.

Local Government Records – County Treasurer: Mr. Anderson provided a brief explanation of revisions made to the proposed revised series. The board reviewed and discussed. It was determined that the description for series 0017-109 should read, “Contains lists of delinquent taxes assessed against real property within the county showing property owner, range, township, and section, acreage, parcel number, delinquent tax, penalty, total due and date paid.” Series 0048-109 should also be amended to remove the last sentence of the description.
Motion: Mr. Asbury moved to approve the series as amended. Mr. Sowers seconded, unanimous approval.

Kansas State University: Ms. Rohleder presented the Electronic Records Committee-endorsed Electronic Recordkeeping Plans for Campus Management Talisma CRM (Constituent Relationship Management) System, TargetX/Salesforce System, HRIS: Kansas State Employee Record/Payroll System, and KSIS: Kansas State Student Information System. Ms. Rohleder gave a brief overview of the systems and areas discussed by members at the ERC meeting. The board reviewed and no further discussion.

Motion: Mr. Veatch moved to approve all four ERPs as submitted. Mr. Asbury seconded, unanimous approval.

Mr. Anderson then presented the 14 new record series to the board. The board reviewed and discussed. It was determined that the new series entries Admission – Applicants No Enrollment and Admissions – Prospective Records should have additional language added. The series description for Admissions – Applicants No Enrollment should read, “Series includes records involved in the applicant phase of admissions. Applicants are defined as a contact who has applied to the University but has not enrolled. Records include, but are not limited to acceptance letters, test scores, applications, letters of recommendation, transcripts from other colleges or from high school.” The series description for Admissions – Prospective Records should read, “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 registration and campus visit records.” Further discussion of remaining series determined that two other series be amended. The title for series OIE Annual Reports should read, “Office of Institutional Equity Annual Reports.” The description for series Office of Institutional Equity: Case Files should read, “Series contains records related to the investigations conducted by 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.” In addition, the comments section should read, “Retain 5 fiscal years after respondent’s separation from the university, subject to the release of all legal holds, then transfer high profile or precedent setting cases as directed by OIE Director to the university archives for purging, destroy the remainder.”

Motion: Mr. Veatch moved approval of new series as amended. Mr. Sowers seconded, unanimous approval.

Kansas Corporation Commission: Mr. Anderson indicated to the board that Mr. Fisher is attempting to completely update the KCC’s retention schedules which is why they are presenting the ERP and the numerous revised and new series at this time. Ms. Rohleder presented the ERC-endorsed ERP for the KCC Document Management System. She indicated that it is an Open Text Brava! system that is customized for agency needs. Mr. Veatch commented that the ERC was impressed with the level of detail the system provides for records
management and records preservation capabilities. The board reviewed and determined that the only change needed was to correct the ERP cover sheet’s last sentence to, “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 digital signatures.”

**Motion:** Ms. Chinn moved approval of the ERP as submitted and the cover sheet as amended by the ERC. Mr. Veatch seconded, unanimous approval.

Mr. Anderson presented the six new series. The board reviewed and had concerns on how easily the public could identify what types of wells the new series are identifying. It was determined that KSHS and KCC staff revise titles and descriptions for easier public understanding.

**Motion:** Ms. Chinn moved for an overall motion to allow KSHS and KCC staff to clarify titles and descriptions as needed for general public understanding. Mr. Veatch seconded. All in favor.

**Motion:** Mr. Veatch moved to approve new series, once verbiage for titles and descriptions are amended by KSHS and KCC staff for the general public. Mr. Sowers seconded. All in favor.

Mr. Anderson presented the revised series for the Public Information Office. The board determined that descriptions and restrictions needed to be amended. The description for Complaint Files should be amended to state, “Documents related to complaints about a utility filed with the KCC by consumers” and restrictions should contain K.S.A. 45-221(a)(14)(30).

**Motion:** Ms. Chinn moved to approve series 0032-143 as amended. Mr. Asbury seconded. All in favor.

Mr. Anderson then presented the Litigation Division’s revised series. He informed the board that the title of series 0169-143 should be renamed Docket Files. The board reviewed and determined that other divisions have similar schedule entries for docket files and could be combined into a single series. It was determined that the description for series 0169-143 should read, “Official files for each docketed matter, including copies of orders, certificates, applications, motions, affidavits, pleadings, transcripts, or Commission Orders pertinent to the docket in formal and informal KCC proceedings.” It was decided that “Multiple subunits/subunit not defined” be added to the schedule and authorized staff to supersede schedules as necessary to create one schedule for docket files.

**Motion:** Mr. Veatch moved to approve series 0169-143 as amended and to authorize staff to supersede schedules as necessary. Ms. Chinn seconded. All in favor.
Motion: Mr. Veatch moved to approve series 0177-143 and 0183-143 as presented. Mr. Sowers seconded, unanimous approval.

The board moved on to discuss the Utilities Division entries. The board had concerns on language used in the descriptions of several series that indicated that workpapers were not official records. It was determined that any series that referenced, “These work papers are not part of the official record” be amended to read, “These workpapers are not part of the docket files.”

Motion: Mr. Veatch moved to approve universal motion to amend affected series. Ms. Chinn seconded, all in favor.

Discussion continued regarding missing restrictions and the need for better descriptions for the workpaper series entries. It was determined that series 0186-143, 0210-143, and 0250-143 needed additional work and should be tabled.

Movements: Mr. Veatch moved to table series 0186-143, 0210-143, and 0250-143. Ms. Chinn seconded. All in favor.

The board reviewed the remaining series. It was determined that the title of series 0201-143 should be changed to Accident Reports-Electric and its description to “Accidents reported by jurisdictional utilities in accordance with K.S.A. 66-132. Includes physical injuries and electrocutions of persons in contact with transmission or distribution lines, time, location and circumstances.” For series 0207-143, the title should be changed to Accident Reports-Gas. In addition, the description for series 0205-143 should read, “Report filed by jurisdiction utilities reflecting BTU content level (the measure of natural gas’s ability to produce heat) and BTU/Mcf at certain locations on company’s system.” The title for series 0208-143 should be changed to Gas Meter Reports and the title for series 0209-143 to Purchased Gas Adjustment Reports (PGA). The title for series 0420-143 should be changed to Pipeline Safety Inspection Reports and the description to “Reports completed on a field inspection, which are used to compile the annual inspection report.”

Motion: Mr. Veatch moved to approve series 0189-143 and 0204-143 as presented and series 0201-143, 0207-143, 0205-143, 0208-143, 0209-143, and 0420-143 as amended. Mr. Asbury seconded, all in favor.

Conservation Division entries were all reviewed and discussed at length. Board determined that series 0249-143, 0346-143, 0312-143, and all Underground Injection Control Section entries be tabled in order to get more detailed information and better descriptions of what the records are. The title for series 0267-143 title should be amended to Field Inspection Records and its description amended to “Reports filed after a Commission employee inspects a well or lease. Records may include any Notices of Violation or similar documents, including correspondence and contamination site or spill site files.” The title of series 0313-143 was amended to Oil/Gas Well Operator Licensing Database and its description to “Computerized
index used to track current status of all licenses to operate oil/gas wells.” The description of series 0272-143 was amended to “Applications by well operators for permission to vent or flare according to legal standards.” For better clarification, the title of series 0287-143 was amended to New Oil/Gas Pool Records. The board also requested that the title for series 0284-143 be changed to Oil and Gas Field Maps and the description for series 0322-143 to read, “Computerized index of all oil/gas wells for which the State cannot identify a responsible party.” No further discussion.

Motion: Mr. Veatch moved to table series 0249-143, 0346-143, 0312-143, and all Underground Injection Control Section entries. Mr. Sowers seconded, all in favor.

Motion: Ms. Chinn move to approve series 0310-143, 0255-143, 0306-143, and 0302-143 as presented and series 0267-143, 0313-143, 0272-143, 0287-143, 0284-143, and 0322-143 as amended. Mr. Asbury seconded, all in favor.

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

Other Business: Mr. Veatch provided an update on the progress of the Email Guidelines Task Force (EGTF). A final draft of the guidelines has been created and Mr. Yeary has presented them to Dr. DeAngela Burns-Wallace, Chief Information Technology Officer (CITO) and all cabinet level Chief Information Officers (CIOs) for review. The EGTF is now waiting for their responses.

The final order of business was to review the future meetings scheduled for January 16, April 16, and July 16, 2020. No changes were made.

With nothing further to discuss, the board adjourned at 11:27 a.m.
1. **Agency:** Kansas Insurance Department

2. **Records Officer:** Elizabeth Fike  
   **Phone:** 785-296-7829

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

4. **Date of Appraisal:** 12/30/2019

5. a) **Total records – No. of Series:** 0  
   b) **New series – No. of Series:** 0  
   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  
   f) **Series superseded by general schedule entries – No. of Series:** 0

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

7. **Appraisal Narrative:**

   Elizabeth Fike contacted Public Records staff about creating two new Electronic Recordkeeping Plans, one for their Legal and Anti-Fraud Records System and the second for their Workers’ Compensation System. ERPs for both systems were approved by the Electronic Records Committee on January 8, 2020. Two existing series are covered by the Legal and Anti-Fraud Records System, 0021-331 Disciplinary Files – Agents/Agencies/Companies and 0022-331 Fraud Investigation/Prosecution/General Files. Series 0027-331 Workers’ Compensation Fund Files are covered by the Workers’ Compensation System. None of these associated series are being updated at this time.
DATE
8/30/2019

AGENCY

Kansas Insurance Department, Agency No. 331

AGENCY CONTACT

Justin McFarland, General Counsel

AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM

Legal and Anti-Fraud files

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM

State-Based Systems

NEW SYSTEM OR SYSTEM UPGRADE?

New System

CLOUD OR ON-PREMISE STORAGE?

Hosted in an off-site space, agency has web-based access to data

VENDOR OVERVIEW

National Association of Insurance Commissioners State Based Systems with cloud backup. This system is used by 40 other states.

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

PREVIOUSLY APPROVED RECORD SERIES

Click or tap here to enter text.

PROPOSED RECORD SERIES
<table>
<thead>
<tr>
<th><strong>DATE</strong></th>
<th>9/26/2019</th>
</tr>
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<tr>
<td><strong>AGENCY</strong></td>
<td>Kansas Insurance Department, Agency No. 331</td>
</tr>
<tr>
<td><strong>AGENCY CONTACT</strong></td>
<td>Justin McFarland, General Counsel</td>
</tr>
<tr>
<td><strong>AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM</strong></td>
<td>State of Kansas Workers Compensation Fund Claim Files</td>
</tr>
<tr>
<td><strong>ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NAME OF SYSTEM</strong></td>
<td>DocCenter</td>
</tr>
<tr>
<td><strong>NEW SYSTEM OR SYSTEM UPGRADE?</strong></td>
<td>New System</td>
</tr>
<tr>
<td><strong>CLOUD OR ON-PREMISE STORAGE?</strong></td>
<td>On-Premise Cache Server Storage with back up off-site</td>
</tr>
<tr>
<td><strong>VENDOR OVERVIEW</strong></td>
<td>Mizer Houser and Company</td>
</tr>
<tr>
<td><strong>LONG-TERM RECORDS (10+ YEAR RETENTION) COVERED BY ERP</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PREVIOUSLY APPROVED RECORD SERIES</strong></td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td><strong>PROPOSED RECORD SERIES</strong></td>
<td>0027-331</td>
</tr>
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</table>
1. **Agency:** Kansas Corporation Commission

2. **Records Officer:** Lynn Retz  
   **Phone:** 785-271-3350

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

4. **Date of Appraisal:** 12/6/2019

5. a) **Total records – No. of Series:** 9

   b) **New series – No. of Series:** 0

   c) **Revised existing series – No. of Series:** 9

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

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

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

6. **Archival/Permanent records – No. of Series:** 4

7. **Appraisal Narrative:**

   Jake Fisher contacted Public Records staff as part of the Kansas Corporation Commission’s ongoing effort to update the agency’s retention schedules. All nine of these series were tabled at the last SRB meeting until further information could be obtained from agency personnel. Two series, 0186-143 Accounting Section Workpapers and 0210-143 Rate Design Workpapers, are from the Utilities Division. The SRB requested revisions to the descriptions of these series and for the addition of appropriate restrictions. The other seven series are from the Conservation Division. The SRB requested restrictions be added to series 0250-143 Litigation Working Files and additional information be provided for the remaining series.

   As noted at the previous meeting, four of the Conservation Division series previously had the option of being kept permanently with the agency or being transferred to the State Archives. Their dispositions have now been changed to permanent. None of these records have been sent to the archives in the last 20
years. In addition, the dispositions for series 0312-143 and 0369-143 have been changed from either permanent or archives to destroy, while series 0368-143 will no longer be merged with other series and will instead be kept permanently.

It was determined that the records under series 0249-143 District Case Files are already covered under series 0267-143 Field Inspection Records or 0250-143 Litigation Working Files. This series has therefore been superseded.
Retention/Disposition Schedule Entries

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 as examples in future rate cases or for use in appeals. These workpapers are not
part of the docket file.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 66-1220a
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 02 January 2020
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.
10/18/2019 eanderson: tabled by SRB.
10/22/2019 eanderson: added restriction KSA 66-1220a and changed wording in description
from 'official record' to 'docket file.'

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 which may contain confidential
or trade secrets. These workpapers are not part of the docket file.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 66-1220a
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 22 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.
10/18/2019 eanderson: tabled by SRB.
10/22/2019 eanderson: added restriction KSA 66-1220a and changed wording in description from 'official record' to 'docket file.'

143-050
State Corporation Commission
Conservation Division
Information Technology Section

Scout Cards (Series 0346-143)
Index cards describing how wells are completed, including drill stem test results, formation tops, and 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 January 2020
Record Copy: Paper
Remarks: 10/10/2019 eanderson: reworded description, changed retention and disposition to permanent, changed subagency to Information Technology Section.
10/18/2019 eanderson: tabled by SRB.
01/10/2020 eanderson: expanded description to include "Index cards describing how wells are completed..."

Litigation Section

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: KSA 45-221(a)(1)(20)(25)
Comments: Retain 3 calendar years after matter is closed, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-074
Last Surveyed 10 January 2020
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."
10/18/2019 eanderson: tabled by SRB.
01/10/2020 eanderson: added restrictions KSA 45-221(a)(1)(20)(25).

Oil/Gas Production Well Operator License Records (Series 0312-143)
Applications, renewals, licenses, and approvals to permit oil and gas operations in state.

Entry Status: Ready for SRB
Recommended Status:Revise
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain 3 calendar years after expiration of annual license, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-074
Last Surveyed 10 January 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: 01/14/2014: supersede to 0247-143, Conservation Division Docket Files.
10/10/2019 eanderson: changed subagency to Litigation, reworded description, deleted
outdated comments, changed disposition from permanent to destroy, and changed retention period to 3
calendar years.
10/18/2019 eanderson: tabled by SRB.
01/10/2020 eanderson: added "injection well oil production" to description.

Underground Injection Control Section

Annual Fluid Injection Report (U3C) Forms (Series 0376-143)
Forms submitted by injection well oil production 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 January 2020
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.
10/18/2019 eanderson: tabled by SRB.
01/10/2020 eanderson: added "injection well oil production" to description.
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 02 January 2020
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. 10/18/2019 eanderson: tabled by SRB.

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 18 January 2020
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. 10/18/2019 eanderson: tabled by SRB.

Underground Injection Control Maps (Series 0368-143)
Internally produced maps used to evaluate and approve applications submitted by underground injection operators to operate in the state.
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 January 2020
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.
10/18/2019 eanderson: tabled by SRB.
01/10/2020 eanderson: reworded description.
Retention/Disposition Schedule Entries

143-050
State Corporation Commission
Conservation Division
District Offices Section

District Case Files - Compliance (Series 0249-143)
Case files concerning compliance issues that have been submitted to the Litigation Division.
Entry Status: Superseded series
Retention Period: Permanent
Disposition: Permanent
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-074
Last Surveyed 10 January 2020
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.
10/18/2019 eanderson: tabled by SRB.
01/10/2020 eanderson: series superseded by 0267-143 and 0250-143.
1. **Agency:** Conservation Districts

2. **Records Officer:** Scott Carlson  
   **Phone:** 785-564-6618

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

4. **Date of Appraisal:** 12/31/2019

5. **a) Total records – No. of Series:** 8
   **b) New series – No. of Series:** 8
   **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:** 4

7. **Appraisal Narrative:**

   Scott Carlson contacted Public Records staff about creating retention schedules for the Department of Agriculture’s Conservation Districts. As these districts function primarily at the county level, it was determined to create a new agency for these series rather than place them under the Department of Agriculture. Four series, Annual Work Plan, Organizational Records, Riparian and Wetlands Plans, and Water Resources Cost-Share Program Files, are based on series which were previously found under the State Conservation Commission. The SCC was consolidated with the Department of Agriculture in 2011. The electronic records of these four series are kept in either the Department of Agriculture’s DocuWare or Cost-Share Information Management Systems (CSIMS). DocuWare was approved by the Electronic Records Committee in September 2013, while CSIMS was approved in December 2013. All 22 SCC series have been marked obsolete as part of this interagency reorganization.
Retention/Disposition Schedule Entries

000-123
Local Government Records
Conservation Districts

Annual Meeting Election Materials (Series Unknown)
Ballots and registered voter lists used to conduct elections for district supervisors at the annual
meeting.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: 3 calendar years
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 02 January 2020
Record Copy: Paper

Annual Work Plan (Series Unknown)
Records submitted by the conservation districts to the Department of Agriculture describing
activities planned for the upcoming year.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: Permanent
Disposition: Permanent
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 02 January 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required

District Licenses (Series Unknown)
Licenses issued by the Kansas Department of Agriculture to sell trees or grass seed.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain until expiration of license plus 3 calendar year, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 02 January 2020
Record Copy: Electronic
Electronic Recordkeeping Plan Not Required
License Applications (Series Unknown)
Applications and related documents submitted by conservation districts to the Kansas Department of Agriculture for a license to sell trees or grass seed.  
**Entry Status:** Ready for SRB  
**Recommended Status:** Approve As New  
**Retention Period:** 3 calendar years  
**Disposition:** Destroy  
**Restrictions:** None  
**Schedule Authority:** Agency Schedule  
**KAR Number** 53-2-205  
**Last Surveyed** 02 January 2020  
**Record Copy:** Electronic  
**Electronic Recordkeeping Plan Not Required**

Organizational Records (Series Unknown)
Reports, memorandum of agreement, election certificate of organization, correspondence, directories, and other records relating to the establishment and organization of a conservation district within each county.  
**Entry Status:** Ready for SRB  
**Recommended Status:** Approve As New  
**Retention Period:** Permanent  
**Disposition:** Permanent  
**Restrictions:** None  
**Schedule Authority:** Agency Schedule  
**KAR Number** 53-2-205  
**Last Surveyed** 02 January 2020  
**Record Copy:** Paper, Electronic  
**Electronic Recordkeeping Plan Not Required**

Riparian and Wetlands Plans (Series Unknown)
County protection plans and supporting documentation submitted by counties and private companies requesting cost-sharing funding for riparian and wetlands conservation projects.  
**Entry Status:** Ready for SRB  
**Recommended Status:** Approve As New  
**Retention Period:** Permanent  
**Disposition:** Permanent  
**Restrictions:** None  
**Schedule Authority:** Agency Schedule  
**KAR Number** 53-2-205  
**Last Surveyed** 02 January 2020  
**Record Copy:** Paper, Electronic  
**Electronic Recordkeeping Plan Not Required**

Volunteer Files (Series Unknown)
Records relating to the activities of district volunteers.  
**Entry Status:** Ready for SRB  
**Recommended Status:** Approve As New  
**Retention Period:** 5 calendar years
Water Resources Cost-Share Program Files (Series Unknown)
Correspondence, checklists, inspection reports, etc. submitted by conservation districts to the
Department of Agriculture requesting state cost-share assistance for flood detention structures.

Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: Permanent
Disposition: Permanent
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 02 January 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
1. **Agency:** Kansas State University

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

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

4. **Date of Appraisal:** 12/10/2019

5. a) **Total records – No. of Series:** 19  
   b) **New series – No. of Series:** 19  
   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:** 3  
   f) **Series superseded by general schedule entries – No. of Series:** 0

6. **Archival/Permanent records – No. of Series:** 5

7. **Appraisal Narrative:**

   Ryan Leimkuehler contacted Public Records staff about creating 19 new series for Kansas State University’s Office of the University Registrar. These additions are part of an ongoing effort by K-State to ensure all offices and departments are in compliance with records laws. The electronic records of all but one of the proposed series are maintained within either ImageNow or KSIS. An Electronic Recordkeeping Plan for ImageNow passed the Electronic Records Committee on December 20, 2016, while an ERP for KSIS passed the ERC on September 17, 2019. The electronic records of the proposed series General Catalogs are retained in Acalog. Its ERP was approved January 8, 2020.
## Electronic Recordkeeping Plan Template (ERP) Cover Sheet

### DATE
11/7/2019

### AGENCY
Kansas State University, 367

### AGENCY CONTACT
Ryan Leimkuehler – rleimkue@ksu.edu

### AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM
System houses the undergraduate and graduate catalogs. These consist of programs, courses, and general descriptions.

### ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

<table>
<thead>
<tr>
<th>NAME OF SYSTEM</th>
<th>Acalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW SYSTEM OR SYSTEM UPGRADE?</td>
<td>Current System – since 2008</td>
</tr>
<tr>
<td>CLOUD OR ON-PREMISE STORAGE?</td>
<td>Cloud - based</td>
</tr>
</tbody>
</table>

### VENDOR OVERVIEW
https://www.digarc.com/solutions/academic-catalog-management/ - DIGARC

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

<table>
<thead>
<tr>
<th>PREVIOUSLY APPROVED RECORD SERIES</th>
<th>No current series</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROPOSED RECORD SERIES</td>
<td>General Catalog</td>
</tr>
</tbody>
</table>
Retention/Disposition Schedule Entries

367-001  
Kansas State University

Class Add/Drop Records (Series Unknown)
Series includes all records related to the adding or dropping of classes for backdated and current semester.

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: 53-2-205  
Last Surveyed: 19 November 2019  
Record Copy: Electronic  
Electronic Recordkeeping Plan Endorsed

Court, Subpoena, and Other Disclosures to Third Party Records (Series Unknown)
Series includes all court and subpoena records received by the office of the University Registrar.

Entry Status: Ready for SRB  
Recommended Status: Approve As New  
Retention Period: See Comments  
Disposition: See Comments  
Restrictions: Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.  
Comments: Retain in accordance with corresponding record retention schedule. In accordance with FERPA requirements all disclosure records should be maintained as long as the associated records are maintained.

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

Schedule Authority: Agency Schedule  
KAR Number: 53-2-205  
Last Surveyed: 19 November 2019  
Record Copy: Paper, Electronic  
Electronic Recordkeeping Plan Endorsed

Diploma Order Records (Series Unknown)
Series includes diploma orders, mailing addresses, replacement orders, and duplicate diploma orders, and orders returned to the office of the University Registrar due to failed delivery.

Entry Status: Ready for SRB  
Recommended Status: Approve As New
Retention Period: 2 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 53-2-205
Last Surveyed 19 November 2019
Electronic Recordkeeping Plan Endorsed

Enrollment Count by Date (Series Unknown)
Series includes all records regarding class enrollment counts for a particular term.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: 10 calendar years
Disposition: Destroy
Restrictions: None
Comments: The office of the University Registrar is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 20 November 2019
Electronic Recordkeeping Plan Endorsed

Enrollment Summary By Section (Series Unknown)
Series includes all records regarding enrollment summaries by course section. Summaries may include various statistical breakdowns of each course by section.
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 53-2-205
Last Surveyed 19 November 2019
Electronic Recordkeeping Plan Endorsed

Enrollment Verification Request Records (Series Unknown)
Series includes all requests for enrollment verification records, which reflect what classes students were enrolled in and whether they were in good standing.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: 1 year after verification
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 53-2-205
Last Surveyed 20 November 2019
Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Final Grade Roster (Series Unknown)
Series includes final grade roster and grades received for each course.
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 53-2-205
Last Surveyed 19 November 2019
Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

General Catalogs (Series Unknown)
Series includes the university general course catalogs.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: See Comments
Restrictions: None
Comments: The office of the University Registrar is the office of record for current records.
The university archives is the office of record for legacy records. All legacy records prior to 2007 are in paper format and stored in vault.
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 08 January 2020
Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Grade Change Records (Series Unknown)
Series includes all records related to the change of a student’s grade. Series includes grade change forms, supporting documentation, and correspondence.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Graduation Honors (Series Unknown)
Series includes graduation honors received by individual students.

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.

Graduation List (Series Unknown)
Series includes lists of students graduating from the university each semester.

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.

Honor and Integrity Sanction Records (Series Unknown)
Series includes determinations of sanctions reported to the office of the University Registrar by the Office of Honor and Integrity related to violations of the University Honor Code.

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
Comments: The office of the University Registrar is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 19 November 2019
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed

**NCAA Academic Progress Reporting Records** (Series Unknown)
Series includes NCAA records: Academic Progress Rate, Graduation Success Rate, and Big 12 Certifications.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: 10 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 53-2-205
Last Surveyed 02 January 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed

**Non-Disclosure Request Records** (Series Unknown)
Series includes all records related to non-disclosure requests and releases, which students submit to ensure directory information is not shared or released.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: See Comments
Restrictions: Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.
Comments: Retain non-disclosure records permanently or until student removes hold. Once disclosure release forms are received, retain all records 1 calendar year then destroy.

The office of the University Registrar is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 02 January 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed

**Out of State Appeals Board Records** (Series Unknown)
Correspondence, student application packets, and decision letters sent by the office of the University Registrar to the Out of State Appeals Board, which hears student appeals for in-state tuition consideration.
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 calendar years from last attendance, pending no ongoing litigation.

The office of the University Registrar is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 02 January 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed

Registrar Hold Records (Series Unknown)
Series includes all records related to placing a hold on student records for various administrative purposes.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: Retain until hold is released
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 53-2-205
Last Surveyed 19 November 2019
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

Reinstatement Records (Series Unknown)
Series includes forms and related records completed by dismissed students seeking to re-enroll at the university.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: 5 years after last attendance
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 and the Office of Undergraduate Admissions are the offices of record. Office of Undergraduate Admissions retains the record through enrollment + 20th day census, then the office of the University Registrar is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 02 January 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Residency Tuition Records (Series Unknown)
Documents submitted by students to provide support for their application to pay in-state/resident tuition.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: 5 years after last attendance
Disposition: Destroy
Restrictions: Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.
Comments: Offices of Record: the office of the University Registrar for continuing students, Graduate School for graduate students, Office of Admissions for incoming students.
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 02 January 2020
Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Tuition/Fee Waiver Records (Series Unknown)
Series includes all records related to residency tuition/fee waivers. Records include, but are not limited to, completed forms, intern lists from departments, and application papers for Graduate Teaching Assistants (GTAs), Graduate Research Assistants (GRAs), staff, and faculty. This series also includes State Reciprocal Agreement records.
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 53-2-205
Last Surveyed 19 November 2019
Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed
Retention/Disposition Schedule Entries

367-001
Kansas State University

Drop-Add Form (Series 0021-367)
Form used to change a student's semester class schedule.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain until no longer useful, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-103
Last Surveyed 24 November 1994
Record Copy: Unknown
Remarks: 01/02/2020 eanderson: superseded by proposed series Class Add/Drop Records.

Grade Change Form (Series 0032-367)
Form completed by the instructor which is used to change the grade in a particular class.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 45-221(a)(1)
Comments: Retain 5 years after last attendance at KSU, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-103
Last Surveyed 02 January 2020
Record Copy: Unknown
Remarks: 01/02/2020 eanderson: superseded by proposed series Grade Change Records.

Residence Application Files (Series 0055-367)
Documents submitted by students to provide support for their application to pay in-state/resident tuition.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain 5 years after last attendance at KSU, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-103
Last Surveyed 02 January 2020
Record Copy: Unknown
Remarks: 01/02/2020 eanderson: superseded by proposed series Residency Tuition Records.
1. **Agency:** Kansas Historical Society

2. **Records Officer:** Megan Rohleder  
   **Phone:** 785-272-8681

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

4. **Date of Appraisal:** 1/2/2020

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

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

7. **Appraisal Narrative:**

   Agency personnel contacted Public Records staff requesting a new retention schedule for scanning datasheets created by the Kansas Historical Society’s Imaging Lab. These forms contain information linking the digital files to their associated metadata and could therefore be crucial to maintaining intellectual control in the event of a disaster.
Retention/Disposition Schedule Entries

288-002
Kansas State Historical Society
State Archives Division

Scanning Datasheets (Series Unknown)
Imaging lab forms that record the scanning metadata of digitized materials.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain until digital objects are associated with metadata, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-205
Last Surveyed 02 January 2020
Record Copy: Paper
Housekeeping Changes Since 17 October 2019
16 January 2020

Obsolete

634-001
State Conservation Commission

Conservation Districts Organizational Files (Series 0012-634)
Description: Memorandum of agreement, election certificate of organization, general correspondence, newsletters, directories, and other records relating to the establishment and organization of a conservation district within each county.

County Field Review and Site Visit Files (Series 0015-634)
Description: Field sheet, review form, correspondence, map, etc. relating to evaluation of conservation practices of projects provided with cost-share assistance to ensure compliance with established standards.

Kansas Association of Conservation Districts (KACD) Files (Series 0025-634)
Description: Correspondence, newsletters, annual convention information, etc. relating to resolutions passed by the association which the Conservation Commission reviews.

Multipurpose Small Lakes Program Files (Series 0036-634)
Description: General plan and supporting documentation relating to state cost-shared assistance to a sponsor for construction or renovation of an eligible dam.

Environmental Coordination Act Form (Series 0020-634)
Description: Copy of Department of Health and Environment form notifying the Conservation Commission of a potential conservation project.

Historical Files (Series 0022-634)
Description: Correspondence, reports, etc. relating to the development and establishment of conservation districts and watershed districts throughout Kansas.

Request for Environmental Assessment (Series 0048-634)
Description: Letter of transmittal and map describing a conservation project submitted by the Division of Water Resources to the Conservation Commission for review and comments.

Training Files – County (Series 0059-634)
Description: Record copy of manual, syllabi, textbooks, and other training aids created for agency sponsored county training programs.
Field Office Review Files (Series 0021-634)
Description: Records maintained by field inspectors monitoring state cost-shared assistance conservation projects to ensure proper expenditure.

Kansas State University File (Series 0026-663)
Description: Material relating to the university and maintained for convenience of reference.

National Association of Conservation Districts (NACD) Files (Series 0037-634)
Description: Information gathered at the national conference and maintained for convenience of reference.

State Association of Kansas Watersheds Conference File (Series 0056-634)
Description: Materials collected at the conference and maintained for convenience of reference.

Land Reclamation File – Private Companies (Series 0028-634)
Description: Application and supporting documentation submitted by private companies to the agency requesting authorization to mine minerals to ensure that land is reclaimed to established conservation standards.

Land Reclamation Files – Counties (Series 0029-634)
Description: Application and supporting documentation submitted by counties to the agency requesting authorization to mine minerals to ensure that the land is reclaimed to established conservation standards.

County Files (Series 0016-634)
Description: Correspondence, fund allocation forms, monthly progress reports, etc. summarizing the progress of conservation districts projects and maintained for convenience of reference.

Rules and Regulations Files (Series 0052-634)
Description: Copies of federal and state statutes and regulations relating to non point source pollution control and maintained for convenience of reference.

Riparian and Wetlands Plans (Series 0049-634)
Description: County protection plans and supporting documentation submitted by counties and private companies requesting cost-sharing funding for riparian and wetlands conservation projects.

Annual Work Plan (Series 0004-634)
Description: Plan submitted by the county conservation districts to the Conservation Commission describing activities planned for upcoming year.

Minutes – Watershed District (Series 0035-634)
Description: Proceedings of regular or special meetings of the watershed districts.
Watershed General Plans (Series 0066-634)  
Description: Copy of plans submitted by watershed districts to the Conservation Commission detailing the organizational structure, when formed, etc.

Watershed Maps (Series 0067-634)  
Description: Maps designating the location of watersheds within Kansas.

Watershed Project Files (Series 0068-634)  
Description: Correspondence, checklist, inspection reports, etc. submitted by watershed districts to the Conservation Commission requesting state cost-share assistance for flood detention structures.