AGENDA
STATE RECORDS BOARD
10/15/2020
8:30 a.m.
Virtual Meeting

Meeting Link: https://us02web.zoom.us/j/83565590518?pwd=VHp0d2pwdXBrR3dIU0Ryb0EyOGo4dz09
Meeting ID: 835 6559 0518
Password: 060862
One tap mobile
+16699009128,,83565590518# US (San Jose)
+12532158782,,83565590518# US (Tacoma)
Dial by your location
  +1 669 900 9128 US (San Jose)
  +1 253 215 8782 US (Tacoma)
  +1 346 248 7799 US (Houston)
  +1 646 558 8656 US (New York)
  +1 301 715 8592 US (Germantown)
  +1 312 626 6799 US (Chicago)
Meeting ID: 835 6559 0518
Find your local number: https://us02web.zoom.us/u/kgVzkP1VP

1. Introductions and Announcements
2. Minutes from Previous Meeting
3. Office of the Attorney General
   a. ERP – iManage Work
4. Local General Schedule
   a. New Series
5. State General Schedule
   a. New Series
   b. Revised Series
6. Housekeeping Changes:
   a. Obsolete Series
      • State General Schedule
   b. Revised Series
      • State General Schedule
      • Office of the Attorney General
   c. Superseded Series
      • State General Schedule
7. Other Business:
   a. Future Meetings:
      • January 21, 2021
      • April 15, 2021
      • July 15, 2021
Meeting called to order at 8:32 a.m. by Ms. Mendoza. Introductions were made and with no additional announcements, the board moved to the next order of business.

Minutes: Previous meeting minutes were reviewed.

Motion: Mr. Veatch moved to approve the January 16, 2020 meeting minutes as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, and Ms. Rurode unanimously approved previous meeting minutes as submitted.

Kansas Department of Health and Environment: Mr. Anderson presented the new series “Incomplete General Permit Applications” and “Institutional Review Board (IRB) Records.” The board reviewed and discussed. After clarification from Ms. Seeds, it was determined that the retention period for series “Incomplete General Permit Applications” should read “1 calendar year after expiration of the master general permit.” Ms. Mendoza noticed that there was an extra character listed in the comments section for the Institutional Review Board (IRB) Records series. Mr. Anderson explained that it is listed correctly in the database. The extra character shown is from a technical glitch when downloading from the database.
**Motion:** Mr. Veatch moved to approve the new entries as amended and Ms. Rurode seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, and Ms. Rurode all unanimously approved new entries as amended.

**Kansas State University:** Ms. Rohleder presented the endorsed ERP for Exxat and provided a brief description. Mr. Leimkuehler added that the system is widely used to manage similar programs. Ms. Mendoza questioned the use of links to policies in the responses to section 1.2 and 1.4. Ms. Rohleder indicated that the wording has been used in previously approved ERPs to address the difficulty of updating a series each time a policy is updated. Mr. Leimkuehler added that the links to the Policy and Procedure Manual (PPM) will be primarily static for the foreseeable future and that only the content will be updated. No further discussion.

**Motion:** Mr. Veatch moved to approve the ERP as submitted. Mr. Asbury seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, Ms. Rurode, and Mr. Leimkuehler unanimously approved the Exxat ERP as submitted.

The board moved on to discuss the proposed new series entries. Mr. Anderson indicated that all are new series except “Out of State Appeals Board Records,” which had been previously presented but tabled. Ms. Cooper indicated that after discussion with the registrar, it was determined that the “pending no ongoing litigation” language in the comments section could be removed.

The board then reviewed and discussed the presented new series in order. The board determined that the title for “Complimentary Ticket Records” be amended to “McCain Complimentary Ticket Records.” The board agreed that the comments section for “Out of State Appeals Board Records” be amended to read “Retain 5 calendar years from last attendance.”

**Motion:** Mr. Asbury moved to approve “Complimentary Ticket Records” and “Out of State Appeals Board Records” as amended and the remaining new series as presented. Mr. Veatch seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, Ms. Rurode, and Mr. Leimkuehler unanimously approved.

The board then reviewed series 0068-367 for superseding to agency-specific entry.

**Motion:** Mr. Veatch moved to approve superseding and Ms. Rurode seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, Ms. Rurode, and Mr. Leimkuehler unanimously approved.

**Sheriff’s Office:** Mr. Anderson presented the revised series 0009-114 and 0004-114 as well as provided descriptions of each and the reasoning behind the revisions. He indicated that the revisions were determined from the responses from surveys and input from Law Enforcement agencies and the Kansas Sheriffs Association. Mr. Kohake provided additional input via the comments section. The board determined that additional restrictions of K.S.A. 45-221(a)(3)(4)(20)(30) be added to series 0004-114.
Motion: Ms. Rurode moved to approve as amended. Mr. Asbury seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, Ms. Rurode and Mr. Kohake unanimously approved.

State General Schedule: Mr. Anderson presented the new series entry. The board reviewed and determined that the disposition should be changed to include “contact the State Archives for appraisal.”

Motion: Ms. Chinn moved to approve the new series as amended and Mr. Veatch seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, and Ms. Rurode all unanimously approved as amended.

The board reviewed and discussed the remaining revised entries.

Motion: Mr. Asbury moved to approve the revised schedules as submitted and Ms. Chinn seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, and Ms. Rurode all unanimously approved.

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

Other Business: Mr. Veatch informed the board that the Email Guidelines Task Force submitted “ITEC Guideline 6401 Managing Electronic Mail” to the Information Technology Executive Council (ITEC) and was approved on June 9, 2020. The Electronic Records Committee endorsed the guideline on June 16, 2020. The last step is to present it before the State Records Board for approval.

Motion: Ms. Chinn moved to approve ITEC Guideline 6401 Managing Electronic Mail as presented and Ms. Rurode seconded. Mr. Anderson called the role and Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, and Ms. Rurode all unanimously approved.

Future meeting dates were reviewed and with nothing further to discuss, the board adjourned at 10:06 a.m.
1. **Agency:** Office of the Attorney General
2. **Records Officer:** Lisa Mendoza  
   **Phone:** 785-368-8063
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 9/15/2020
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:**
   Lisa Mendoza contacted Public Records staff about creating a new Electronic Recordkeeping Plan for the iManage Work document management system. An ERP for this system was approved by the Electronic Records Committee on September 15, 2020. The records of numerous series will be retained within the iManage system. The Attorney General's Office will begin reviewing these series shortly, so no updated retention schedules are being presented at this time.
# Electronic Recordkeeping Plan Template (ERP) Cover Sheet

<table>
<thead>
<tr>
<th>DATE</th>
<th>9/11/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCY</td>
<td>Kansas Attorney General’s Office</td>
</tr>
<tr>
<td>AGENCY CONTACT</td>
<td>John Milburn - <a href="mailto:john.milburn@ag.ks.gov">john.milburn@ag.ks.gov</a></td>
</tr>
<tr>
<td>AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM</td>
<td>All Agency Document Management</td>
</tr>
</tbody>
</table>

## ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

### NAME OF SYSTEM
iManage Work

### NEW SYSTEM OR SYSTEM UPGRADE?
New system to replace the OAG’s current document management system. Current system, Knowledge Lake, is no longer being supported by the developer.

### CLOUD OR ON-PREMISE STORAGE?
On Premise Storage with Dell EMC SAN

## VENDOR OVERVIEW

iManage is a document management system provider, tailored toward systems used by law firms, corporations and attorneys general of several states. The system integrates with LawBase, the agency’s case management system, as well as the suite of Microsoft Office products for other functions, including fiscal and personnel. The system provides sophisticated search and filing capabilities for more than 5 million agency documents.

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

*While the iManage system is intended to store all records, the ERP will cover the long-term record series listed below. Once the ERP is approved, the agency will begin the process to review and update its retention schedules.*

### PREVIOUSLY APPROVED RECORD SERIES

- 0042-082, Case Files (State Child Death Review Board)
- 0154-082, Claim Files
- 0172-082, Case Files
Electronic Recordkeeping Plan Template (ERP) Cover Sheet

0175-082, Case Files – Cases on Appeal
0176-082, Case Files – Homicide
0177-082, Case Files – Outstanding Warrants
0178-082, Case Files – Sex Offense
0183-082, Investigation Files
0185-082, License Files
0191-082, Kansas Open Meetings Act (KOMA) and Kansas Open Records Act (KORA) Enforcement Files
0197-082, State Property Files
0198-082, Tribal Gaming Compacts
0199-082, External Investigation Review Files
0209-082, Tobacco Files
0210-082, Evidence Custody Report
0214-082, Vehicle Impoundment and Inventory Record
0216-082, Evidence Inventory Log
0725-082, Roofing Registration Files

PROPOSED RECORD SERIES
No new recommendations.
1. **Agency:** Local General Schedule

2. **Records Officer:**
   
3. **Appraising Archivist(s):** Ethan Anderson

4. **Date of Appraisal:** 9/3/2020

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:** 1

7. **Appraisal Narrative:**

   In order to effectively capture records documenting the ongoing coronavirus pandemic, staff at the Kansas Historical Society have created a new series entitled Records of Unusual Importance or Exceptional Historical Interest. This series is based on a similar series developed by the United States Navy. It does not pertain to records covered by an existing retention schedule. A similar series for state agencies was approved by the State Records Board July 16, 2020.
RetentionPolicy/Disposition Schedule Entries

000-100
Local Government Records
General Schedule/All Offices

**Records of Unusual Importance or Exceptional Historical Interest** (Series Unknown)
Records that depict important unique situations of continuing interest, important policy transactions or decisions, or unusual noteworthy events.

**Entry Status:** Ready for SRB
**Recommended Status:** Approve As New
**Retention Period:** 1 calendar year
**Disposition:** See Comments
**Restrictions:** None
**Comments:** Retain permanently or transfer to a local history center.
**Schedule Authority:** General Schedule
**KAR Number** 53-2-207
**Last Surveyed** 03 September 2020
**Record Copy:** Paper, Electronic, Analog
**Electronic Recordkeeping Plan Not Required**
1. **Agency:** State General Schedule

2. **Records Officer:** Phone:

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

4. **Date of Appraisal:** 9/22/2020

5. a) **Total records – No. of Series:** 23
   
b) **New series – No. of Series:** 1
   
   c) **Revised existing series – No. of Series:** 10
   
   d) **Obsolete schedule entries – No. of Series:** 2
   
   e) **Series superseded by other schedule entries – No. of Series:** 0
   
   f) **Series superseded by general schedule entries – No. of Series:** 10

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

7. **Appraisal Narrative:**

   Staff at the Kansas Historical Society are continuing their comprehensive update of the State General Schedule. The most recent updates and proposed changes focus on series within the Administrative and Fiscal sections. In September, a survey was sent to all agency records officers to collect feedback on these proposed changes. The results of this survey are attached.

   In addition, in order to assist state agencies in categorizing their email records, a new series entitled Correspondence – Specific has been created. This series was part of the revisions to the Information Technology Executive Council (ITEC) Guideline 6401: Managing Electronic Mail. It was approved by the ITEC on June 9, 2020 and by the State Records Board on July 16, 2020.
Question 1: Does your agency still use or create records related to series 0013-000 Batch Transmittal Forms?

No

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>0.00%</td>
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<tr>
<td>No</td>
<td>100.00%</td>
</tr>
<tr>
<td>Total</td>
<td>23</td>
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Question 2: Does your agency still use or create records related to series 0034-000 Delegated Audit Authority Vouchers?

No

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<tr>
<th>Answer Choices</th>
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<td>60.87%</td>
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<td>Total</td>
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</tbody>
</table>
Question 3: Does your agency still use or create records related to series 0082-000 Photocopy Meter Reading Records?

![Bar chart showing responses]

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
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<tbody>
<tr>
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<tr>
<td>No</td>
<td>82.61%</td>
</tr>
<tr>
<td>TOTAL</td>
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</table>

Question 4: Series 0118-000 Travel Request and Authorization Records will be renamed Employee Travel Records. The description of this series will be expanded to read “Records related to employee travel, including, but not limited to travel requests and authorizations, receipts, and reimbursements.” Do you agree with this proposed change?

![Bar chart showing responses]

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>95.66%</td>
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<tr>
<td>No</td>
<td>4.36%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Question 5: The description of series 0002-000 Accounts Receivable Records will be expanded to read “Records related to the collection of payments due the agency: copies of invoices, correspondence, receipts, receipt books, cash reports, ledgers, DA-32 forms, etc.” Do you agree with this proposed change?

**ANSWER CHOICES** | **RESPONSES**
--- | ---
Yes | 95.66% 22
No | 4.34% 1
**TOTAL** | **23**

Question 6: The following series will be superseded by 0001-000 Accounts Payable Records and/or 0002-000 Accounts Receivable Records:

- 0081-000 Petty Cash Records
- 0092-000 Purchase Orders – Internal
- 0094-000 Receipts Records – Cash
- 0116-000 Telephone Billing Records

Do you agree with these proposed changes?

**ANSWER CHOICES** | **RESPONSES**
--- | ---
Yes | 100.00% 23
No | 0.00% 0
**TOTAL** | **23**
Question 7: The following series will be superseded by 0106-000 (to be renamed ‘Financial Management System Reports’):

- 0125-000 Vouchers – Accounts Payable
- 0124-000 Vouchers – Journal
- 0126-000 Vouchers – Receipts
- 0127-000 Vouchers – Travel

Do you agree with these proposed changes?

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>100.00%</td>
</tr>
<tr>
<td>No</td>
<td>0.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Retention/Disposition Schedule Entries

000-001
State General Retention and Disposition Schedule
Administrative

Correspondence - Specific (Series Unknown)
Incoming and outgoing letters, memoranda, email records, text messages, chat/instant messages, voicemail messages, and other types of communications that pertain to a specific government function.

Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: See Comments
Restrictions: None
Comments: Retain according to associated general or agency schedule entry (Ex: retain correspondence related to budget preparation files according to series 0016-000).

Schedule Authority: General Schedule
KAR Number 53-2-207
Last Surveyed 27 August 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Retention/Disposition Schedule Entries

000-001
State General Retention and Disposition Schedule
Administrative

**Correspondence - Policy Related** (Series 0027-000)
Incoming and outgoing letters, memoranda, email records, text messages, chat/instant messages, voicemail messages, and other types of communications that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency. These may include Capstone or non-Capstone account correspondence.

**Entry Status:** Ready for SRB
**Recommended Status:** Revise
**Retention Period:** See Comments
**Disposition:** See Comments
**Restrictions:** None
**Comments:** Retain in office until employee leaves position, then retain permanently or transfer to an archives.

**Schedule Authority:** General Schedule
**KAR Number** 53-2-107
**Last Surveyed** 27 August 2020
**Record Copy:** Paper, Electronic

**Electronic Recordkeeping Plan Not Required**

**Remarks:** 08/27/2020 eanderson: expanded description to include email records, text messages, chat/instant messages, voicemail messages, and other types of communications. Included reference to Capstone. Comments changed from "Retain in office 5 calendar years, then transfer to the archives for purging" to "Retain in office until employee leaves position, then retain permanently or transfer to an archives." Changed retention and disposition to "See Comments."

**Correspondence - Routine** (Series 0028-000)
Incoming and outgoing letters, memoranda, email records, text messages, chat/instant messages, voicemail messages, and other types of communications that pertain only to routine matters and are not identified in another record series.

**Entry Status:** Ready for SRB
**Recommended Status:** Revise
**Retention Period:** See Comments
**Disposition:** Destroy
**Restrictions:** None
**Comments:** Retain until business is completed, then destroy.

**Schedule Authority:** General Schedule
**KAR Number** 53-2-107
**Last Surveyed** 27 August 2020
**Record Copy:** Paper, Electronic

**Electronic Recordkeeping Plan Not Required**

**Remarks:** 08/27/2020 eanderson: expanded description to include email records, text messages, chat/instant messages, voicemail messages, and other types of communications. Changed comments from "Retain until no longer useful, then destroy" to "Retain until business is
completed, then destroy."

**Kansas Register Submissions** (Series 0064-000)
Copies of proposed, withdrawn, emergency, and adopted rules, open meeting notices, or other documents required by law to be submitted to the Kansas Register for publication.

**Entry Status:** Ready for SRB
**Recommended Status:** Revise
**Retention Period:** See Comments
**Disposition:** Destroy
**Restrictions:** None
**Comments:** Retain 1 calendar year after submission, then destroy.

**Schedule Authority:** General Schedule

**KAR Number** 53-2-133

**Last Surveyed** 05 December 2002

**Record Copy:** Paper, Electronic

**Electronic Recordkeeping Plan Not Required**

**Remarks:** 08/13/2020 eanderson: changed comments from 'Retain 1 year after publication, then destroy' to 'Retain 1 calendar year after submission, then destroy.' Also changed subagency from Administrative to Communications.

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### 000-002

**State General Retention and Disposition Schedule**

**Fiscal**

**Accounts Payable Records** (Series 0001-000)
Records related to the payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.

**Entry Status:** Ready for SRB
**Recommended Status:** Revise
**Retention Period:** 3 fiscal years
**Disposition:** Destroy
**Restrictions:** None

**Schedule Authority:** General Schedule

**KAR Number** 53-2-075

**Last Surveyed** 26 August 2020

**Record Copy:** Paper, Electronic

**Electronic Recordkeeping Plan Not Required**

**Remarks:** 08/26/2020 eanderson: changed retention period from "003 fisc yrs" to "3 fiscal years," replaced 'documents' in description with 'records, deleted comments and restrictions.

**Accounts Receivable Records** (Series 0002-000)
Records related to the collection of payments due the agency: copies of invoices, correspondence, receipts, receipt books, cash reports, ledgers, DA-32 forms, etc.

**Entry Status:** Ready for SRB
**Recommended Status:** Revise
**Retention Period:** 3 fiscal years
**Disposition:** Destroy
**Employee Travel Records** (Series 0118-000)
Records related to employee travel, including, but not limited to travel requests and authorizations, receipts, and reimbursements.

**Entry Status:** Ready for SRB
**Recommended Status:** Revise
**Retention Period:** 3 fiscal years
**Disposition:** Destroy
**Restrictions:** None

**Remarks:** 08/14/2020 eanderson: changed title from Travel Request and Authorization Records to Employee Travel Records, changed subagency from Administrative to Fiscal, reworded description, deleted comments, and changed retention period from '003 fisc yrs' to '3 fiscal years.'

**Financial Management System Reports** (Series 0106-000)
Computer reports regarding agency financial status issued on a daily, monthly, and/or yearly basis from the Office of Accounts and Reports to the Statewide Management Accounting and Reporting Tool (SMART).

**Entry Status:** Ready for SRB
**Recommended Status:** Revise
**Retention Period:** See Comments
**Disposition:** Destroy
**Restrictions:** None

**Comments:** Retain until superseded or business is completed, then destroy. Schedule does not apply to originals maintained at the Office of Accounts and Reports.

**Schedule Authority:** General Schedule
**KAR Number** 53-2-090
**Last Surveyed** 13 August 2020
**Record Copy:** Electronic

**Electronic Recordkeeping Plan Not Required**

**Remarks:** 08/13/2020 eanderson: changed series title from "STARS Reports: Yearly Financial" to "Financial Management System Reports," reworded description to include reports issued on a daily and monthly basis, deleted reference to CASK Reports and DAFRs in comments, changed 'Accounts and Reports' to 'the Office of Accounts and Reports,' and changed retention period
from "Retain until no longer useful" to "Retain until superseded or business is completed, then destroy."

**Statements of Lost Warrants** (Series 0107-000)
Copies of DA-6 forms used to request re-issues of lost warrants.
**Entry Status:** Ready for SRB  
**Recommended Status:** Revise  
**Retention Period:** 1 fiscal year  
**Disposition:** Destroy  
**Restrictions:** KSA 45-221(a)(4)  
**Schedule Authority:** General Schedule  
**KAR Number:** 53-2-097  
**Last Surveyed:** 13 August 2020  
**Record Copy:** Paper, Electronic  
**Electronic Recordkeeping Plan Not Required**  
**Remarks:** 08/13/2020 eanderson: changed retention period from 'curr fisc yr' to '1 fiscal year' and changed 'DA from 6' to 'DA-6 forms.'

000-005
**State General Retention and Disposition Schedule**  
**Personnel**

**Human Resources Management System Reports** (Series 0102-000)  
Computer reports concerning agency payroll issued on a periodic basis from the Office of Accounts and Reports to agencies in the Statewide Human Resource and Payroll System (SHaRP).
**Entry Status:** Ready for SRB  
**Recommended Status:** Revise  
**Retention Period:** 3 fiscal years  
**Disposition:** Destroy  
**Restrictions:** None  
**Schedule Authority:** General Schedule  
**KAR Number:** 53-2-107  
**Last Surveyed:** 27 August 2020  
**Record Copy:** Paper, Electronic  
**Electronic Recordkeeping Plan Not Required**  
**Remarks:** 07/28/2017 rleimkuehl: removed DOACFO exemption in comments. 08/13/2020 eanderson: changed subagency from Fiscal to Personnel, deleted comments, and changed 'Division of Accounts and Reports' to 'Office of Accounts and Reports.' 08/27/2020 eanderson: changed title from 'SHaRP Reports' to 'Human Resources Management System Reports.'

**Payroll Direct Deposit Authorization Records** (Series 0079-000)  
Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.  
**Entry Status:** Ready for SRB  
**Recommended Status:** Revise
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 45-221(a)(4)
Comments: Retain until no longer in effect plus 2 fiscal years, then destroy.
Schedule Authority: General Schedule
KAR Number 53-2-075
Last Surveyed 13 August 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 08/13/2020 eanderson: changed subagency from Fiscal to Personnel, changed retention period listed in comments from 2 years to 2 fiscal years.
Housekeeping Changes Since 17 July 2020
15 October 2020

Obsolete

000-002
State General Retention and Disposition Schedule
Fiscal

Adding Machine or Calculator Tapes (Series 0003-000)
Description: Master tapes produced by business machines during bookkeeping.

Batch Transmittal Forms (Series 0013-000)
Description: Completed forms used to transmit documents for mass computer input - includes both DA forms 199 and/or equivalent internal documents.

Housekeeping Edit

000-001
State General Retention and Disposition Schedule
Administrative

Administrative Rules and Regulations Files (Series 0228-000)
Description: Records related to the process of proposing administrative rules and regulations (KARs) for adoption. May include drafts and final copies of proposed, revised, and/or revoked regulations, correspondence, legislation and bills affecting creation of regulations, meeting minutes and sign-in sheets from public hearings, notices of meetings, audio and video recordings, and other related records.

Attorney General Opinions (Series 0008-000)
Description: Opinions, letters of advice, copies of legislative bills, correspondence, etc. relating to the legal interpretations written at the request of an agency seeking guidance in enforcing, obeying, or interpreting the law.

Governor’s Proclamations (Series 0131-000)
Description: Copies of proclamations issued by the Governor’s Office related to various agency activities and functions.

Legal and Public Notices (Series 0132-000)
Description: Announcements published in the Kansas Register and the official newspapers to notify the general public of legal matters.
Lists of Outstanding Obligations (Series 0070-000)
Description: Copies of forms submitted to Division of Accounts and Reports to encumber funds from current fiscal year to pay for goods or services to be received during the following fiscal year.

Vehicle Operation Records (Series 0120-000)
Description: Documents related to use of state-owned motor vehicles: MP forms 1a, 2c, 3a, 3b, 10, 20, and internal agency forms.

000-002
State General Retention and Disposition Schedule
Fiscal

Banking Records (Series 0012-000)
Description: Bank statements, deposit books and slips, check registers, and canceled checks.

Business Procurement Card Documentation (Series 0019-000)
Description: Original statements, receipts, logs, etc. detailing the types of purchases made by an agency through the business procurement card procedure.

Delegated Audit Authority Vouchers (Series 0034-000)
Description: Original payment vouchers specifying purchases made by an agency with delegated audit authority.

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 forms, copies of supporting documentation and records on monthly reconciliations of fund.

Ledgers – General (Series 0068-000)
Description: General records maintained by agencies of financial receipts and expenditures normally used to monitor, manage, and verify agency budget.

Photocopy Meter Reading Records (Series 0082-000)
Description: Forms completed listing the number of copies made, dates readings were taken, etc. relating to the leases on photocopy machines.

Payroll Adjustment Records (Series 0077-000)
Description: Copies of documents and supporting materials used to make adjustments in agency payroll accounts: forms AR-9, AR-10, DA-10A, DA-21 series, DA-171 thru 177, DA-251 thru 262.
Payroll Deduction Authorization Records – General (Series 0078-000)
Description: Documents used to authorize various deductions from employee’s pay:
insurance enrollments, GHI enrollments, KPERS enrollments, KPERS Annual Account
Statements, dues deduction forms, etc.

Payroll Warrant Registers (Series 0080-000)
Description: Monthly listing of warrant checks issued to state agency employees for payroll
purposes.

SHaRP Reports (Series 0102-000)
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.

082-XXX
Office of the Attorney General
Multiple subunits/subunit not defined

Administrative Records (Series 0049-082)
Description: Copies of policies, procedures, and other miscellaneous administrative
documents pertaining to the divisions, or the agency.

Superseded Series

000-002
State General Retention and Disposition Schedule
Fiscal

Petty Cash Records (Series 0081-000)
Description: Documents related to petty cash accounting: DA-71 thru 73.

Purchase Orders – Internal (Series 0092-000)
Description: Documents used by subordinate organizations to request purchases of goods
and services through the agency central purchasing office.

Receipts Records – Cash (Series 0094-000)
Description: Records of cash received by the agency: receipt slips, receipt books, receipt
ledgers, etc.

STARS Reports: Daily Financial (Series 0104-000)
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 0105-000)
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.

Telephone Billing Records (Series 0116-000)
Description: Copies of computer billings and supporting documents concerning the use of a telecommunications service provider.

Vouchers – Accounts Payable (Series 0125-000)
Description: Copies of documents used to order and pay for goods and services: DA forms 100 thru 109, and DA-120. May include travel and all supporting documentation for expenditures.

Vouchers – Journal (Series 0124-000)
Description: DA forms 35 series and other agency forms used to adjust financial account balances.

Vouchers – Receipts (Series 0126-000)
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 0127-000)
Description: Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123.