AGENDA
STATE RECORDS BOARD
1/21/2021
8:30 a.m.
Virtual Meeting

Meeting Link:
https://us02web.zoom.us/j/82562337537?pwd=VTdnbFptOS9sdnppnU3F5QjgwSS8ydz09

Meeting ID: 825 6233 7537
Password: 065531
One tap mobile
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Dial by your location
+1 669 900 9128 US (San Jose)
+1 301 715 8592 US (Washington D.C)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)

Meeting ID: 825 6233 7537
Find your local number: https://us02web.zoom.us/u/kcKQ5fUSIQ

1. Introductions and Announcements
2. Minutes from Previous Meeting
3. Board of Nursing
   a. ERP – Perceptive Content
   b. Revised Series
4. Board of Healing Arts
   a. ERP – Disciplinary Investigation Records
5. Department of Revenue
   a. New Series
6. Department of Labor
   a. New Series
7. Kansas State University
   a. New Series
   b. Revised Series
8. State General Schedule
   a. New Series
   b. Revised Series
9. Housekeeping Changes:
   a. Obsolete Series
      • State General Schedule
   b. Revised Series
      • State General Schedule
   c. Superseded Series
      • State General Schedule
10. Other Business:
   a. Future Meetings:
      • April 15, 2021
      • July 15, 2021
      • October 21, 2021
Meeting called to order at 8:30 a.m. by Ms. Mendoza. Introductions were made. Ms. Mendoza added a brief discussion regarding KOMA and KORA concerns when approving Electronic Recordkeeping Plans now that meetings are being held virtually. Ms. Rohleder and Mr. Asbury will independently discuss and update the board with recommendations at the next meeting.

Minutes: Previous meeting minutes were reviewed.

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

Kansas Attorney General’s Office: Ms. Rohleder presented a brief overview of the iManage Work ERP. Ms. Rohleder indicated that the system is widely used in both the private and public sectors for records management and has been fully endorsed by the Electronic Records Committee. The board reviewed and had no further discussion.

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

Local General Schedule: Mr. Anderson present the new series “Records of Unusual Importance or Exceptional Historical Interest.” Mr. Anderson indicated that the entry was based off the approved State General Schedule series and meant to provide guidance to local governments. Mr. Anderson proposed that revisions to the retention period and comments be made. The board discussed and determined that the retention period be changed to “See Comments” and the comments be changed to read “Retain permanently or transfer to permanent storage.”
**Motion:** Ms. Chinn moved to approve the series as amended and Ms. Rurode seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, and Ms. Mendoza all approved as amended.

*State General Schedule:* Mr. Anderson presented the new series “Correspondence - Specific.” He indicated that since the ITEC Guideline 6401 Managing Electronic Mail has been approved, the new series should now be added to the schedule. Mr. Anderson then provided a brief overview of the remaining revised entry changes. The board reviewed and no further discussion.

**Motion:** Mr. Asbury moved to approve series Correspondence – Specific as presented, Ms. Rurode seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, Ms. Mendoza all approved as submitted.

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

*Housekeeping:* Mr. Anderson briefly went over the housekeeping changes. He indicated that series 0102-000 was just presented and approved in the previous State General Schedule revisions and should not be included in the housekeeping changes. No further discussion.

*Other Business:* Future meetings reviewed. Ms. Mendoza reminded the board that Mr. Veatch has retired, leaving an empty seat on the board. In order to meet quorum requirements, future meetings may need to be rescheduled. Ms. Mendoza suggested that if scheduling conflicts arise, to please inform Mr. Anderson or have a temporary designee assigned.

Meeting adjourned at 9:27 a.m.
1. **Agency:** Board of Nursing

2. **Records Officer:** Carol Moreland  
   **Phone:** 785-296-5036

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

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

5. a) **Total records – No. of Series:** 1

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

   c) **Revised existing series – No. of Series:** 1

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

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

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

7. **Appraisal Narrative:**

   Will Skepnek contacted Public Records staff about revising series 0021-482 Investigative Files. It was decided that these records do not have long-term significance and do not need to be kept permanently. Their retention and disposition have been changed to reflect this reappraisal. These records are maintained in Perceptive Content. An Electronic Recordkeeping Plan for this system was approved by the Electronic Records Committee on December 15, 2020.
### DATE

6/9/2020

### AGENCY

Kansas State Board of Nursing

### AGENCY CONTACT

Carol Moreland

### AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM

Document Imaging System for Agency Records

### ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

#### NAME OF SYSTEM

Hyland Perceptive Content (formerly known as ImageNow)

#### NEW SYSTEM OR SYSTEM UPGRADE?

Existing System, however Hyland will provide Professional Services to the Customer to upgrade Perceptive Content version 7.1.5 to the latest version of the software.

#### CLOUD OR ON-PREMISE STORAGE?

On-Premise

### VENDOR OVERVIEW

Hyland is a software company specializing in document management and data processing solutions such as OnBase. Founded in 1991, it is headquartered in Westlake, Ohio. KSBN has been a customer of Hyland (formerly Perceptive Software) since 2004. Perceptive Content is a content and process management product suite from Hyland. [https://www.hyland.com/en/platform/product-suite/perceptive-content](https://www.hyland.com/en/platform/product-suite/perceptive-content)

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

### PREVIOUSLY APPROVED RECORD SERIES
0003-482, Advanced Practice Registered Nurse Application Files
0021-482, Investigative Files
0028-482, Licensed Mental Health Technician Application Files
0030-482, Licensed Practical Nurse Application Files
0040-482, Registered Nurse Anesthetist Application Files
0042-482, Registered Nurse Application Files

**PROPOSED RECORD SERIES**

Click or tap here to enter text.
Retention/Disposition Schedule Entries

482-001
Board of Nursing

Investigative Files (Series 0021-482)
Records related to board investigations of possible violations by nursing professionals of the Nurse Practice Act and the Mental Health Technicians Licensure Act.

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 10 fiscal years after case is closed
Disposition: Destroy
Schedule Authority: Agency Schedule
KAR Number 53-2-208
Last Surveyed 21 December 2020
Record Copy: Paper
Remarks: 04/07/2015: revised retention and disposition. Agency will be working on an Electronic Recordkeeping Plan.
12/21/2020 eanderson: changed retention period from Permanent to "10 fiscal years after case is closed" and changed disposition from Permanent to Destroy.
1. **Agency:** Board of Healing Arts

2. **Records Officer:** Jennifer Cook  
   **Phone:** 785-296-2482

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

4. **Date of Appraisal:** 12/9/2020

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

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

7. **Appraisal Narrative:**

   Warran Wiebe contacted Public Records staff about creating an Electronic Recordkeeping Plan for the Disciplinary Administration Department’s shared drive. An ERP for this drive was approved by the Electronic Records Committee on December 15, 2020. One existing series is covered by this system: 0013-105 Investigative Case Files. This series is not being updated at this time.
<table>
<thead>
<tr>
<th><strong>DATE</strong></th>
<th>12/7/2020</th>
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<tbody>
<tr>
<td><strong>AGENCY</strong></td>
<td>Kansas State Board of Healing Arts (KSBHA)</td>
</tr>
<tr>
<td><strong>AGENCY CONTACT</strong></td>
<td>Todd Standeford, KSBHA Information Technology Director, <a href="mailto:Todd.Standeford@ks.gov">Todd.Standeford@ks.gov</a></td>
</tr>
<tr>
<td><strong>AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM</strong></td>
<td>KSBHA Disciplinary Investigation Records</td>
</tr>
<tr>
<td><strong>ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW</strong></td>
<td></td>
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<tr>
<td><strong>NAME OF SYSTEM</strong></td>
<td>Kansas State Board of Healing Arts, Disciplinary Investigation Records (Agency Shared Drive)</td>
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<tr>
<td><strong>NEW SYSTEM OR SYSTEM UPGRADE?</strong></td>
<td>New System</td>
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<td><strong>CLOUD OR ON-PREMISE STORAGE?</strong></td>
<td>On-Premise Storage</td>
</tr>
<tr>
<td><strong>VENDOR OVERVIEW</strong></td>
<td>N/A - KSBHA hosts system</td>
</tr>
<tr>
<td><strong>LONG-TERM RECORDS (10+ YEAR RETENTION) COVERED BY ERP</strong></td>
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<tr>
<td><strong>PREVIOUSLY APPROVED RECORD SERIES</strong></td>
<td>0013-105 – Investigative Case Files</td>
</tr>
<tr>
<td><strong>PROPOSED RECORD SERIES</strong></td>
<td>Click or tap here to enter text.</td>
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</table>
1. **Agency:** Department of Revenue

2. **Records Officer:** Sarah Fulton  
   **Phone:** 785-296-3081

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

4. **Date of Appraisal:** 10/28/2020

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:**

   Sarah Fulton contacted Public Records staff about creating a new series for the Department of Revenue’s Business Tax Bureau. This series consists of records related to the imposition of taxes on the illegal possession and/or distribution of marijuana and other controlled substances.
Retention/Disposition Schedule Entries

565-007
Department of Revenue
Division of Taxation
Business Tax Bureau

**Drug Tax Records** (Series Unknown)
Records related to the purchase of drug tax stamps and assessment of drug tax for the possession of illegal drugs.

**Entry Status:** Ready for SRB
**Recommended Status:** Approve As New
**Retention Period:** 3 fiscal years
**Disposition:** Destroy
**Restrictions:** KSA 75-5133
**Schedule Authority:** Agency Schedule
**KAR Number** 53-2-208
**Last Surveyed** 28 October 2020
**Record Copy:** Paper, Electronic
**Electronic Recordkeeping Plan Not Required**
1. **Agency:** Department of Labor

2. **Records Officer:** Justin Whitten  
   **Phone:** 785-581-7310

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

4. **Date of Appraisal:** 12/21/2020

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

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

7. **Appraisal Narrative:**

   Justin Whitten contacted Public Records staff about creating a new series for the Department of Labor’s Unemployment Insurance Division. This series consists of electronically recorded audio files between agency staff and claimants for unemployment insurance benefits. As these records are not considered vital and are retained only for quality control purposes, a brief retention period of 30 days was deemed sufficient.
Retention/Disposition Schedule Entries

296-011
Department of Labor
Unemployment Insurance Division

Benefit Claimant Calls (Series Unknown)
Phone conversations electronically recorded for quality control between claimants for
unemployment insurance benefits, including federal programs, and customer service
representatives.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: 30 days
Disposition: Destroy
Restrictions: 42 U.S.C. § 503(a)(1), 20 CFR Part 603, KSA 44-714(e), KSA 45-221(a)
(1), K.A.R. 50-4-2
Schedule Authority: Agency Schedule
KAR Number 53-2-208
Last Surveyed 21 December 2020
Record Copy: 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:** 12/8/2020

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

6. **Archival/Permanent records – No. of Series:** 2

7. **Appraisal Narrative:**

   Ryan Leimkuehler contacted Public Records staff about adding two new series for Kansas State University’s Global Campus. These additions are part of an ongoing effort by K-State to ensure all offices and departments are in compliance with records laws. Series 0624-367 Course Content Records is also being revised. The pandemic has caused an enormous increase in the amount of digital content being created by K-State faculty and staff. Although the University has increased its cloud storage capacity to help accommodate this influx, changing the existing retention schedule is still required. The proposed change lowers the retention period for cloud-based instructional recordings from 5 years to 180 days.
Retention/Disposition Schedule Entries

367-001
Kansas State University

K-State Global Campus Agreements (Series Unknown)
Series includes agreements between K-State Global Campus and any other entity for the purpose of conducting business such as: memorandum of understanding (MOU) and memorandum of agreement (MOA). Records related to financial agreements can be found in the Division of Financial Services.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: See Comments
Restrictions: None
Comments: Retain until agreement is superseded or ended, then contact the University Archives for appraisal - if not accepted for transfer to the Archives, then destroy. K-State Global Campus is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-208
Last Surveyed 08 December 2020
Record Copy: Electronic
Electronic Recordkeeping Plan Endorsed

K-State Global Campus Course Catalogs (Series Unknown)
Series includes records related to the non-credit courses offered by K-State Global Campus and UFM Community Learning Center.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Archives
Restrictions: None
Comments: Annually transfer records to the University Archives. The University Archives retains both a physical and webcrawled version of records. K-State Global Campus is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-208
Last Surveyed 08 December 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Retention/Disposition Schedule Entries

367-001
Kansas State University

Course Content Records (Series 0624-367)
Course content records are comprised of final products shared with students created by instructors or designees to develop an educational interaction or a teaching opportunity. These records may include syllabi, reading lists, instructor-created audiovisual resources, and prepared assessment materials (e.g. blank exams and quizzes).

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: See Comments
Disposition: See Comments
Restrictions: KSA 45-221(a)(1)(9); 20 U.S.C. § 1232g; 34 CFR Part 99
Comments: Retain cloud-based audiovisual recordings of instructional sessions 180 days from the date of creation, then destroy. Retain all other materials 5 fiscal years from the end of term when course is taught, then destroy. Academic units and instructors with infrequently taught courses can contact records management staff for assistance in updating relevant course content. For Unique/Special lectures or audiovisual resources considered historically significant, contact University Archivist for consultation. A random sampling of course syllabi will be culled annually for the University Archives. Each academic unit is responsible for maintaining accreditation records in accordance with their accreditation body; see Accreditation Reports and Review Records 0005-367. Restrictions may also include institutional policy to share course content only to those enrolled and to limit cheating/misuse. Intellectual property of these records will be governed by the University Handbook, Appendix R: Intellectual Property Policy and Institutional Procedures. Academic units and instructors are responsible for keeping and maintaining Course Content Records. K-State Online will be the management platform for electronic Course Content Records. An email notification will be sent to the instructor and department head when the 5-year retention has been met.

Schedule Authority: Agency Schedule
KAR Number 53-2-199
Last Surveyed 19 November 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
11/13/2020 eanderson: changed comments to include "Retain cloud-based audiovisual recordings of instructional sessions 180 days from the date of creation, then destroy. Retain all other materials..."
1. **Agency:** State General Schedule

2. **Records Officer:**

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

4. **Date of Appraisal:** 1/4/2021

5. **a) Total records – No. of Series:** 19
   
   **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:** 6

6. **Archival/Permanent records – No. of Series:** 7

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 Communications, Public Relations, Reference, Facilities Management, and Purchasing/Procurement sections. In November and December, surveys were sent to all agency records officers to collect feedback on these proposed changes. The results of these two surveys are attached.

   It was deemed necessary to add one new series to the Communications section: Publication Development Files. In addition, upon consultation with representatives from the Department of Labor and the Attorney General’s Office, restrictions KSA 45-221(a)(2)(25) were added to the series 0004-000 Agency Leadership Files to protect attorney-client-privileged information.
Question 1: Series 0072-000 Mailing Lists will be renamed Contact Information. The description will be changed to “Mailing lists, email distribution lists, databases, and other records related to the contact details of constituents and others with whom the agency regularly communicates.” The comments will be changed from “Retain until updated, then destroy” to “Retain until superseded or obsolete, then destroy.” Do you agree with these proposed changes?

Comments:
- “As long as there is no requirement to archive older versions of databases.”

Question 2: The retention period for series 0122-000 Visitor Logs will be changed from “Retain until no longer useful, then destroy” to “2 calendar years.” Do you agree with this proposed change?
Comments:
- “Would prefer the discretion to decide to keep them for a shorter period.”
- “Not sure why it would be necessary to maintain such logs for 2 years given the current retention length.”

Question 3: Series 0123-000 Voice Mail Messages will be superseded by the updated correspondence series (0027-000, 0028-000, and 0251-000). Do you agree with this proposed change?

![Bar chart showing 100% agreement]

Question 4: The retention period of series 0086-000 Press Releases will be changed from “Retain until no longer useful, then transfer to the archives for purging” to “2 calendar years.” Do you agree with this proposed change?

![Bar chart showing 87.5% agreement]

Comments:
- “Our office would like to keep these longer and because our agency head is an elected official, we would likely archive.”
• “I think the 2 calendar year time frame is too short.”
• “We wish to retain official copies, as is stated presently.”

Question 5: Series 0089-000 Programs and Invitations will be renamed Agency Event Records. The description will be changed to “Programs, invitations, planning materials, and other records related to agency events, ceremonies, or official functions.” The comments will be changed to “Retain 3 fiscal years, then transfer 1 copy of program/invitation/final product(s) of significant events to the archives. Destroy remaining materials as well as those related to routine events.” Do you agree with these proposed changes?

![](image)

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
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<tbody>
<tr>
<td>Yes</td>
<td>100.00%</td>
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<tr>
<td>No</td>
<td>0.00%</td>
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<tr>
<td>TOTAL</td>
<td>94</td>
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</table>

Question 6: The retention period of series 0103-000 Speeches and Writings will be changed from “Retain until no longer useful, then transfer to the archives for purging” to “2 calendar years.” Do you agree with this proposed change?

![](image)

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
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<tbody>
<tr>
<td>Yes</td>
<td>83.33%</td>
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<tr>
<td>No</td>
<td>16.67%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>24</td>
</tr>
</tbody>
</table>
Comments:
- “Our office would like to keep these longer and because our agency head is an elected official, we would likely archive.”
- “I think the 2 calendar year time period is too short.”
- “We wish to retain official copies, as is stated presently.”
- “Note: Final formal communications should be archived.”

Question 7: The comments section of series 0083-000 Photographic and Video Materials will be changed from “Retain until no longer useful, then contact the archives for appraisal…” to “Retain until business is completed, then transfer all materials documenting agency history, significant programs, events, or projects to the archives, destroy the remainder.” Do you agree with this proposed change?

![Bar chart]

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
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<tbody>
<tr>
<td>Yes</td>
<td>91.67%</td>
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<tr>
<td>No</td>
<td>8.33%</td>
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<tr>
<td>TOTAL</td>
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Comments:
- “Disagreeing only for the purposes of commenting. Does the series description need updating? That might tie it together with the proposed change.”
- “Language is too specific. We wish to retain official copies, as is stated presently.”
Question 1: Series 0007-000 'Architectural Plans, Drawings, Maps, and Specifications' will be renamed 'Construction Project Files - Historically Significant Facilities.' The description will be changed to "Architectural plans, drawings, maps, specifications, correspondence, bids, reports, notes, and other records relating to the planning, design, construction, or remodeling of historically significant buildings or facilities." The comments will be changed to "Retain 6 calendar years after completion of project, then transfer to the archives." Do you agree with these proposed changes?

Question 2: Series 0020-000 'Capital Improvement Projects Files' will be renamed 'Construction Project Files - Routine Facilities.' The description will be changed to "Architectural plans, drawings, maps, specifications, correspondence, bids, reports, notes, and other records relating to the planning, design, construction, or remodeling of routine buildings or facilities." The comments will be changed to "Retain 6 calendar years after completion of project, then destroy." Do you agree with these proposed changes?
Comments:

- "I don’t think our agency would be in favor of destroying architectural documents as we maintain many of the buildings."

**Question 3:** The comments for series 0033-000 Deeds for Real Estate will be deleted and the retention and disposition changed to Permanent. Do you agree with this proposed change?

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
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<tbody>
<tr>
<td>Yes</td>
<td>100.00%</td>
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<tr>
<td>No</td>
<td>0.00%</td>
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**Question 4:** Series 0100-000 'Security Records' will be renamed 'Security Monitoring Records.' The description will be changed to "Security reports, logs, and audio/visual footage relating to routine security monitoring of the agency's buildings, vehicles, equipment, premises, etc." The comments will be changed to "Retain incident-related records until matter is resolved plus 6 calendar years, then destroy. Retain records in
which no incident has occurred 90 days, then destroy.” Do you agree with these proposed changes?

![Bar chart showing responses]

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
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<tbody>
<tr>
<td>Yes</td>
<td>96.00%</td>
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<tr>
<td>No</td>
<td>4.00%</td>
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<td>TOTAL</td>
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Comments:
- “Retain no incident footage longer for legal reasons. 6 months.”

Question 5: The retention period for series 0014-000 Bid Records will be changed from “5 fiscal years” to “Retain successful bids until expiration of contract plus 5 fiscal years, then destroy. Retain unsuccessful bids 5 fiscal years, then destroy.” Do you agree with this proposed change?

![Bar chart showing responses]

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
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<tbody>
<tr>
<td>Yes</td>
<td>96.00%</td>
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<tr>
<td>No</td>
<td>4.00%</td>
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<td>TOTAL</td>
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Comments:
- “Would prefer to retain unsuccessful bids for less time and suggest 3 fiscal years.”
Question 6: Series 0093-000 Purchasing Records will be superseded by 0001-000 Accounts Payable Records, 0014-000 Bid Records, and 0026-000 Contracts. Do you agree with this proposed change?

![Bar chart showing over 90% agree](image1)

### Answer Choices

| Yes | 100.00% | 25 |
| No  | 0.00%   | 0  |
| TOTAL | 100.00% | 25 |

Question 7: Series 0109-000 Supply Requests – Internal will be superseded by series 0060-000 Inventory Records – Expendable Property. Do you agree with this proposed change?

![Bar chart showing 100% agree](image2)

### Answer Choices

| Yes | 100.00% | 25 |
| No  | 0.00%   | 0  |
| TOTAL | 100.00% | 25 |
Question 8: Series 0121-000 Vendor Files will be superseded by 0001-000 Accounts Payable Records. Do you agree with this proposed change?

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<tbody>
<tr>
<td>Yes</td>
<td>100.00%</td>
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<tr>
<td>No</td>
<td>0.00%</td>
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<td>TOTAL</td>
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Retention/Disposition Schedule Entries

000-003
State General Retention and Disposition Schedule
Communications

Publication Development Files (Series Unknown)
Drafts, research materials, artwork, and other records related to the development, design, and production of agency-created publications.

Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain 1 calendar year after completion of project, then destroy.
Schedule Authority: General Schedule
KAR Number 53-2-208
Last Surveyed 05 November 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Retention/Disposition Schedule Entries

000-001
State General Retention and Disposition Schedule
Administrative

Agency Leadership Files (Series 0004-000)
Correspondence, reports, budgets, schedules, etc. of agency directors, assistant directors, or key policy decision-makers relating to the administration and operation of the agency.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: See Comments
Disposition: See Comments
Comments: Retain until individual leaves position, then contact archives for appraisal - if not accepted, then destroy.
Schedule Authority: General Schedule
KAR Number 53-2-206
Last Surveyed 13 November 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 06/30/2020 eanderson: renamed series from Agency Director's Files to Agency Leadership Files, expanded description to include schedules and files from individuals other than just agency directors, and spelled out applicable restrictions. Lastly, changed comments from "Retain until no longer useful, then transfer to the archives for purging" to "Retain until individual leaves position, then contact archives for appraisal - if not accepted, then destroy."

000-003
State General Retention and Disposition Schedule
Communications

Agency Event Records (Series 0089-000)
Programs, invitations, planning materials, and other records related to agency events, ceremonies, or official functions.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: See Comments
Disposition: See Comments
Restrictions: None
Comments: Retain 3 fiscal years, then transfer 1 copy of program/invitation/final product(s) of significant events to the archives. Destroy remaining materials as well as those related to routine events.
Schedule Authority: General Schedule
**Photographic and Video Materials** (Series 0083-000)
Photographs, negatives, slides, films, videotapes, and electronic recordings produced by or for the agency.
**Entry Status:** Ready for SRB
**Recommended Status:** Revise
**Retention Period:** See Comments
**Disposition:** See Comments
**Restrictions:** None
**Comments:** Retain until business is completed, then transfer all materials documenting agency history, significant programs, events, or projects to the archives, destroy the remainder.
**Schedule Authority:** Agency Schedule
**KAR Number** 53-2-075
**Last Surveyed** 30 November 2020
**Record Copy:** Paper, Electronic, Analog

**Electronic Recordkeeping Plan Not Required**
Remarks: 11/30/2020 eanderson: added "electronic recordings produced by or for the agency" to the description, changed subagency from Reference to Communications, and changed comments from "Retain until no longer useful, then contact the archives for appraisal - if not accepted for transfer to the archives then destroy" to "Retain until business is completed, then transfer all materials documenting agency history, significant programs, events, or projects to the archives, destroy the remainder."

Press Releases (Series 0086-000)
Public information issued to the news media to inform the public about the agency's activities and accomplishments.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 5 calendar years
Disposition: Archives
Restrictions: None
Schedule Authority: General Schedule
KAR Number 53-2-124
Last Surveyed 01 December 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 12/1/2020 eanderson: added "to inform the public about the agency's activities and accomplishments" to the description, changed subagency from Public Relations to Communications, deleted comments, and changed the retention period to 5 calendar years.

Speeches and Writings (Series 0103-000)
Notes, drafts, and final versions of agency related speeches, articles, talks, and other formal public communications published or given at meetings and conferences.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 5 calendar years
Disposition: Archives
Restrictions: None
Schedule Authority: General Schedule
KAR Number 53-2-123
Last Surveyed 01 December 2020
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 12/1/2020 eanderson: changed subagency from Public Relations to Communications, deleted comments, and changed retention period to 5 calendar years.

000-004
State General Retention and Disposition Schedule
Facilities Management

Deeds for Real Estate (Series 0033-000)
Legal documents pertaining to the ownership of real property by state agencies.
Entry Status: Ready for SRB
**Security Monitoring Records** (Series 0100-000)
Security reports, logs, and audio/visual footage relating to routine security monitoring of the agency's buildings, vehicles, equipment, premises, etc.

**Entry Status:** Ready for SRB
**Recommended Status:** Revise
**Retention Period:** See Comments
**Disposition:** Destroy
**Restrictions:** KSA 45-221(a)(10)
**Comments:** Retain records related to incidents requiring further investigation until the matter is resolved plus 6 calendar years, then destroy. Retain routine records in which no incident has occurred 90 days, then destroy.

**Schedule Authority:** General Schedule
**KAR Number** 53-2-155
**Last Surveyed** 04 January 2021
**Record Copy:** Paper, Electronic, Analog
**Electronic Recordkeeping Plan Not Required**
**Remarks:** Modified entry. Changed retention and expanded description to include video records.
01/04/2021 eanderson: changed title from 'Security Records' to 'Security Monitoring Records,' reworded description, deleted "See Atty Gen's Opinion 87-25" from restrictions, and changed comments from "Retain until no longer useful, then destroy" to "Retain records related to incidents requiring further investigation until the matter is resolved plus 6 calendar years, then destroy. Retain routine records in which no incident has occurred 90 days, then destroy."

**Visitor Logs** (Series 0122-000)
Registers or logs used to record names of employees, outside contractors, service personnel, and other visitors admitted to agency facilities.

**Entry Status:** Ready for SRB
**Recommended Status:** Revise
**Retention Period:** 90 days
**Disposition:** Destroy
**Restrictions:** None
**Schedule Authority:** General Schedule
**KAR Number** 53-2-107
**Last Surveyed** 30 November 2020
**Record Copy:** Paper, Electronic
**Electronic Recordkeeping Plan Not Required**
**Remarks:** 11/30/2020 eanderson: changed title from Visitors Logs to Visitor Logs, changed subagency from Communications to Facilities Management, deleted comments, and changed retention period to 90 days.

**000-006**

State General Retention and Disposition Schedule

Purchasing/Procurement

**Bid Records** (Series 0014-000)
Records related to requests for proposals, bids, quotations, or estimates.

**Entry Status:** Ready for SRB

**Recommended Status:** Revise

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain successful bids until expiration of contract plus 5 fiscal years, then destroy. Retain unsuccessful bids 5 fiscal years, then destroy. See also Accounts Payable Records and Contracts.

**Schedule Authority:** General Schedule

**KAR Number** 53-2-110

**Last Surveyed** 04 January 2021

**Record Copy:** Paper, Electronic

**Electronic Recordkeeping Plan Not Required**

**Remarks:** 01/04/2021 eanderson: changed retention period from "005 fisc yrs" to "See Comments," added "Retain successful bids until expiration of contract plus 5 fiscal years, then destroy. Retain unsuccessful bids 5 fiscal years, then destroy" to comments and deleted references to Purchasing Records, Vouchers - Purchase, and Vendor Files.
Housekeeping Changes Since 15 October 2020
21 January 2021

Obsolete

000-007
State General Retention and Disposition Schedule
Public Relations

Clippings Files (Series 0021-000)
Description: Newspaper clippings compiled regarding agency activities.

000-008
State General Retention and Disposition Schedule
Reference

Technical Reference Files (Series 0113-000)
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.

Housekeeping Edit

000-003
State General Retention and Disposition Schedule
Communications

Notices of meetings (Series 0227-000)
Description: Records related to notifying the public regarding an open meeting, including those notices mandated through the Kansas Open Meetings Act (KOMA).

Postal Records (Series 0085-000)
Description: Records concerning the use of the U.S. Postal Service and express companies: mailing logs, postage purchase reports, registered mail receipts, express company receipts, mailing permits, etc.

Telecommunications Logs (Series 0114-000)
Description: Registers recording incoming and outgoing telephone calls and fax transmissions.
Building and Grounds Maintenance Records (Series 0018-000)
Description: Records associated with routine repairs and maintenance to facilities and grounds owned or operated by the state.

Equipment Maintenance and Ownership Records (Series 0047-000)
Description: Records related to the legal ownership and maintenance of agency equipment: legal titles, warranties, maintenance logs, etc.

Equipment Operation Records (Series 0048-000)
Description: Records related to the use of agency equipment (e.g. photocopy logs, check-out forms, use request forms, etc.), including photocopies, computers, printers, scanners, etc.

Inventory Records – Expendable Property (Series 0060-000)
Description: Records of receipts, disbursements, and balances of office supplies and other expendable inventory materials.

Inventory Records – Non-Expendable Property (Series 0061-000)
Description: Records related to capital equipment inventory management: DA-82 and DA-87 forms, monthly inventory reports, computer reports from the Department of Administration, internal documents, correspondence, copies of original purchase records, etc.

Employee Access Records (Series 0065-000)
Description: Records related to the issuance of keys, identification cards, building passes or similar instruments of access to agency facilities or equipment and maintained for accountability purposes.

Leases – Real Property and Capital Equipment (Series 0066-000)
Description: Documents related to the leasing of real estate and equipment.

Material Safety Data Sheets (Series 0073-000)
Description: Records related to precautions taken for the safe handling of various hazardous chemicals used in the routine operation of a facility.

Property Disposition Records – Non-Expendable (Series 0090-000)
Description: Records used to remove capital equipment from agency inventory.

Vehicle Maintenance and Ownership Records (Series 0119-000)
Description: Records related to the legal ownership and maintenance of agency vehicles: maintenance logs, legal titles, warranties, etc.
000-006
State General Retention and Disposition Schedule
Purchasing/Procurement

Contracts (Series 0026-000)
Description: Legal agreements and supporting records signed by the agency and one or more parties for property use, products, or services.

000-007
State General Retention and Disposition Schedule
Public Relations

Publications (Series 0091-000)
Description: Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the agency.

Superseded Series

000-003
State General Retention and Disposition Schedule
Communications

Telephone Accounting System Reports (Series 0115-000)
Description: Computer generated reports listing all telephone calls made or received individual extensions within the agency.

Voice Mail Messages (Series 0123-000)
Description: Sound recordings produced by a voice mail system designed to leave messages for the receiver.

000-003
State General Retention and Disposition Schedule
Communications

Security Reports – Routine (Series 0101-000)
Description: Reports relating to routine incidents that do not require further investigation.

000-006
State General Retention and Disposition Schedule
Purchasing/Procurement
Purchasing Records (Series 0093-000)
Description: Documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.

Supply Requests – Internal (Series 0109-000)
Description: Documents used by subordinate organizations to order expendable supplies for central supply rooms.

Vendor Files (Series 0121-000)
Description: Records concerning purchases from specific vendors: invoices, correspondence, vouchers, ledger books and cards, etc.