

AGENDA
STATE RECORDS BOARD
7/15/2021
8:30 a.m.
Kansas State Historical Society
6425 SW 6th Ave.
North Classroom, 1st Floor

Meeting Link:

<https://us02web.zoom.us/j/82904146390?pwd=TmRxRitkdTgrNkt2Z0V3aFB3RXBtZz09>

Meeting ID: 829 0414 6390

Passcode: 185910

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Meeting ID: 829 0414 6390

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1. Introductions and Announcements
2. Minutes from Previous Meeting
3. Department of Labor
 - a. Revised Series
 - b. Superseded by Other Agency-Specific Entry
4. Secretary of State
 - a. New Series
 - b. Revised Series
 - c. Superseded by Other Agency-Specific Entry
5. Kansas State University
 - a. ERP – ALMA
 - b. ERP – K-Rex
 - c. ERP – StaffNet
 - d. New Series
6. Kansas Historical Society
 - a. ERP – ArchiveIt
7. State General Schedule
 - a. New Series
8. Housekeeping Changes:
 - a. Obsolete Series
 - Department of Labor
 - Secretary of State
 - b. Superseded Series

- Department of Labor
9. Other Business:
- a. Future Meetings:
 - October 21, 2021
 - January 20, 2022
 - April 19, 2022

State Records Board
April 15, 2021
Virtual Zoom Meeting
Meeting ID: 859 6463 0468

Participants: Lisa Mendoza, designee of the Attorney General (chair)
Jennie Chinn, Executive Director (KSHS)
Tanner Asbury, designee of the Secretary of Dept. of Administration (DofA)
Brett Rurode, Cataloging Librarian (State Library)
Megan Burton, Senior Archivist – Public Services (KSHS)
Ethan Anderson, Government Records Archivist (KSHS)
Carol Moreland, Executive Administrator (KSBN)
Mark Cole, Archives Specialist (KSHS)

Meeting called to order at 8:33 a.m. by Ms. Mendoza and introductions were made.

Minutes: Previous meeting minutes were reviewed.

Motion: Ms. Chinn moved to approve the January 21, 2021 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 State Board of Nursing: Mr. Anderson presented the new series “Disciplinary Case Files.” Mr. Anderson indicated that it is being presented for approval as a direct result of concerns raised at the previous SRB meeting regarding the approved series 0021-482. Ms. Chinn requested clarification on who will be responsible for maintaining these records permanently. Ms. Moreland confirmed that the Kansas State Board of Nursing will maintain the records and they will not be sent to the State Archives. Ms. Mendoza questioned if there was a need to retain the records permanently for cases in which it was determined that no violation had occurred. Ms. Moreland provided a brief description of the process and indicated that by the time the records are moved from series 0021-482 to a “Disciplinary Case File,” a violation had already been determined by the committee and so the record would be kept permanently. No further discussion.

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

State General Schedule: Mr. Anderson presented the proposed State General Schedule revised series and stated these are the result of the continuing effort to update the entire State

General Schedule. The proposed changes were presented to other agencies via survey and vetted through the Kansas Department of Administration, Personnel Services to ensure compliance. Ms. Chinn inquired as to why these series are listed on the State General Schedule instead of on the Kansas Department of Administration's agency-specific retention schedule. Ms. Burton responded that although these records are now maintained by the Kansas Department of Administration, all KORA requests are still handled by the individual agencies, which is why the series are listed on the State General Schedule. No further discussion.

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

Housekeeping: Mr. Anderson briefly went over the obsolete series and housekeeping changes. Ms. Chinn voiced a concern about making both series 0007-000 and 0020-000 obsolete. Ms. Burton indicated that the records are still maintained according to the Kansas Department of Administration's Division of Facilities Management's retention schedules. This housekeeping change is simply removing them from the State General Schedule. No further discussion.

Other Business: Mr. Anderson indicated that the new records series "K-State Global Campus Course Catalogs" from the previous meeting was not specifically included in the motion for approval. The board reviewed. No further discussion.

Motion: Mr. Asbury moved to approve the "K-State Global Campus Course Catalogs" series as submitted. Ms. Chinn seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, and Ms. Mendoza unanimously approved.

Future meetings reviewed. No further business discussed.

Meeting adjourned at 9:09 a.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 15, 2021**

1. **Agency:** Department of Labor
2. **Records Officer:** Justin Whitten **Phone:** 785-581-7310
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 7/6/2021
5. **a) Total records – No. of Series:** 13
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 1
d) Obsolete schedule entries – No. of Series: 2
e) Series superseded by other schedule entries – No. of Series: 8
f) Series superseded by general schedule entries – No. of Series: 2
6. **Archival/Permanent records – No. of Series:** 0
7. **Appraisal Narrative:**

Tori Forrestt contacted Public Records staff about updating the retention schedules of the Department of Labor's Labor Market Information Services Division. Series 0153-296 OES Completed Survey Forms has been expanded to encompass current business functions. Twelve other series have been marked obsolete or superseded, the majority to this expanded series.

Retention/Disposition Schedule Entries

296-015

Department of Labor

Labor Market Information Services Division

Occupational Employment and Wage Statistics (OEWS) Report Records (Series 0153-296)

Surveys, correspondence, and other records collected from sampled employers as part of the U.S. Department of Labor's OEWS Report and used to produce the annual Kansas Wage Survey report. Surveys include occupational job titles, hours, and/or annual wage data for each job title.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 5 calendar years

Disposition: Destroy

Restrictions: KSA 45-221(a)(1), KSA 44-714(e)

Schedule Authority: Agency Schedule

KAR Number 53-2-070

Last Surveyed 01 July 2021

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 07/01/2021 eanderson: changed series title from "OES Completed Survey Forms" to "Occupational Employment and Wage Statistics (OEWS) Report Records," added a description, deleted comments, changed retention from 4 to 5 calendar years, and added restrictions KSA 45-221(a)(1), KSA 44-714(e).

Retention/Disposition Schedule Entries

296-015

Department of Labor Labor Market Information Services Division

OES Data and Control Files (Series 0154-296)

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 009 cldr yrs

Disposition: See Comments

Restrictions: None

Comments: These are electronic records, retain in office for 9 years then ?

Schedule Authority: Agency Schedule

KAR Number 53-2-070

Last Surveyed 06 July 2021

Record Copy: Unknown

Remarks: 07/06/2021 eanderson: superseded by 0153-296.

OES Final Benchmark File (Series 0156-296)

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 009 cldr yrs

Disposition: See Comments

Restrictions: None

Comments: These are electronic records, retain in office for 9 years then ?

Schedule Authority: Agency Schedule

KAR Number 53-2-070

Last Surveyed 06 July 2021

Record Copy: Unknown

Remarks: 07/06/2021 eanderson: superseded by 0153-296.

OES Final Detail Estimates File (Series 0158-296)

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 009 cldr yrs

Disposition: See Comments

Restrictions: None

Comments: These are electronic records, retain in office for 9 years then ?

Schedule Authority: Agency Schedule

KAR Number 53-2-070

Last Surveyed 06 July 2021

Record Copy: Unknown

Remarks: 07/06/2021 eanderson: superseded by 0153-296.

OES Final ES-202 Micro File (Series 0159-296)

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)
Retention Period: 009 cldr yrs
Disposition: See Comments
Restrictions: None
Comments: These are electronic records, retain in office for 9 years then ?
Schedule Authority: Agency Schedule
KAR Number 53-2-070
Last Surveyed 06 July 2021
Record Copy: Unknown
Remarks: 07/06/2021 eanderson: superseded by 0153-296.

OES Final Master File (Series 0160-296)
Entry Status: Ready for SRB
Recommended Status:Supersede (Other)
Retention Period: 009 cldr yrs
Disposition: See Comments
Restrictions: None
Comments: These are electronic records, retain in office for 9 years then ?
Schedule Authority: Agency Schedule
KAR Number 53-2-070
Last Surveyed 06 July 2021
Record Copy: Unknown
Remarks: 07/06/2021 eanderson: superseded by 0153-296.

OES Final Summary Estimates (Series 0161-296)
Entry Status: Ready for SRB
Recommended Status:Supersede (Other)
Retention Period: 009 cldr yrs
Disposition: See Comments
Restrictions: None
Comments: These are electronic records, retain in office for 9 years then ?
Schedule Authority: Agency Schedule
KAR Number 53-2-070
Last Surveyed 06 July 2021
Record Copy: Unknown
Remarks: 07/06/2021 eanderson: superseded by 0153-296.

OES Final Universe File (Series 0162-296)
Entry Status: Ready for SRB
Recommended Status:Supersede (Other)
Retention Period: 009 cldr yrs
Disposition: See Comments
Restrictions: None
Comments: These are electronic records, retain in office for 9 years then ?
Schedule Authority: Agency Schedule
KAR Number 53-2-070
Last Surveyed 06 July 2021
Record Copy: Unknown

Remarks: 07/06/2021 eanderson: superseded by 0153-296.

OES Respondent Correspondence (Series 0164-296)

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 004 cldr yrs

Disposition: See Comments

Restrictions: None

Comments: These are electronic records, retain in office for 4 years then ?

Schedule Authority: Agency Schedule

KAR Number 53-2-070

Last Surveyed 06 July 2021

Record Copy: Unknown

Remarks: 07/06/2021 eanderson: superseded by 0153-296.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 15, 2021**

1. **Agency:** Secretary of State
2. **Records Officer:** Clay Barker **Phone:** 785-296-3483
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 5/26/2021
5. **a) Total records – No. of Series:** 9
b) New series – No. of Series: 1
c) Revised existing series – No. of Series: 2
d) Obsolete schedule entries – No. of Series: 5
e) Series superseded by other schedule entries – No. of Series: 1
f) Series superseded by general schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 6
7. **Appraisal Narrative:**

Clay Barker contacted Public Records staff about updating the retention schedules of the Secretary of State. Series 0134-622 Tax Abatement Records and 0006-622 Special District Filings have both been expanded to more accurately reflect the records that various state and local agencies are required to file with the Secretary's office. Similarly, one new series, Streambank Easement Records, is being proposed covering records that the Kansas Water Office must file with the Secretary of State.

Retention/Disposition Schedule Entries

622-001

**Secretary of State
Administration**

Streambank Easement Records (Series Unknown)

Copies of grants of streambank easements on navigable rivers in Kansas issued by the Kansas Water Office and filed with the Secretary of State under KSA 82a-220.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 2 calendar years

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-210

Last Surveyed 26 May 2021

Record Copy: Paper

Retention/Disposition Schedule Entries

622-001

Secretary of State Administration

Special District Filings (Series 0006-622)

Petitions, maps, certificates of incorporation, and other records required to be filed with the Secretary of State concerning the organization, creation, dissolution, merger, or modification of special districts or their bylaws. Special Districts include drainage districts, watershed districts, irrigation districts, reservoir improvement districts, water supply districts, wholesale water supply districts, water assurance districts, and groundwater management districts

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 2 calendar years

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-147

Last Surveyed 03 February 2006

Record Copy: Paper

Remarks: 05/26/2021 eanderson: changed title from "Organization of Drainage Districts, Rural Water Shed Districts, and Joint Water Shed Districts" to "Special District Filings," reworded description, and changed retention period from "Retain until no longer useful, then transfer to the archives for purging" to 2 calendar years.

Tax Abatement Records (Series 0134-622)

Lists and reports of tax abatements filed with the Secretary of State by the State Board of Tax Appeals or Department of Revenue for income tax liability under KSA 79-3233g and KSA 79-79-3233b; excise tax liability under KSA 75-5154; and motor carrier ad valorem tax liability under KSA 79-6a14.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 1 calendar year

Disposition: Archives

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-147

Last Surveyed 09 February 2006

Record Copy: Paper

Remarks: 05/26/2021 eanderson: renamed series from "Lists of Tax Abatements" to "Tax Abatement Records" and expanded description to include income tax liability and motor carrier ad valorem tax liability.

Retention/Disposition Schedule Entries

622-001

**Secretary of State
Administration**

Organization of Drainage Districts Files (Series 0006-622)

Petitions, maps, certificates of incorporation, and other documents relating to the organization of a drainage district in two or more counties in accordance with KSA 24-656 et seq.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful, then transfer to the archives.

Schedule Authority: Agency Schedule

KAR Number 53-2-102

Last Surveyed 26 May 2021

Record Copy: Unknown

Remarks: 05/26/2021 eanderson: there are currently two series numbered 0006-622 and that cover the same records. The 1990 schedule should be superseded by the expanded 2006 series.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 15, 2021**

1. **Agency:** Kansas State University
2. **Records Officer:** Ryan Leimkuehler **Phone:** 785-272-8681
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 7/6/2021
5. **a) Total records – No. of Series:** 2
b) New series – No. of Series: 2
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:** 2
7. **Appraisal Narrative:**

Ryan Leimkuehler contacted Public Records staff about creating two new series and three Electronic Recordkeeping Plans for Kansas State University Libraries. These additions are part of an ongoing effort by K-State to ensure all offices and departments are in compliance with records laws. The two series, Web Archiving Data and Web Archiving Administrative Records, are associated with the Staffnet and Archive-It systems, the latter of which is being presented by the Kansas Historical Society. ERPs for the three University systems, Alma, K-Rex, and Staffnet, as well as an ERP for Archive-It, were approved by the Electronic Records Committee on June 15, 2021.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

DATE

5/6/2021

AGENCY

Kansas State University, 367

AGENCY CONTACT

Ryan Leimkuehler – rleimkue@ksu.edu

AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM

Ex Libris Alma is K-State Libraries library software system (ILS) for managing the acquisition, sharing, cataloging, and use of all kinds of resources, including physical and electronic books, physical and electronic periodicals, and digital resources (such as audio, image, and video files).

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM

Alma

NEW SYSTEM OR SYSTEM UPGRADE?

Existing System

CLOUD OR ON-PREMISE STORAGE?

Cloud

VENDOR OVERVIEW

Ex Libris Alma is a secure, scalable end-to-end library software system (ILS) for managing the acquisition, sharing, cataloging, and use of all kinds of resources, including physical and electronic books, physical and electronic periodicals, and digital resources (such as audio, image, and video files).

Alma supports the entire suite of library operations—selection, acquisition, metadata management, digitization, and fulfillment — for the full spectrum of library materials, regardless of format or location.

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

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

PREVIOUSLY APPROVED RECORD SERIES

Click or tap here to enter text.

PROPOSED RECORD SERIES

Click or tap here to enter text.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

DATE

1/20/2021

AGENCY

Kansas State University, 367

AGENCY CONTACT

Ryan Leimkuehler – rleimkue@ksu.edu

AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM

The K-State Research Exchange (K-Rex) provides a platform to collect, preserve, and discover the creative and scholarly works of K-State students, staff, and faculty. It also services as a presentation and discovery service for K-State's digitized access copies of historical documents and images from the University Archives and Special Collections.

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM

K-State Research Exchange (K-Rex)

NEW SYSTEM OR SYSTEM UPGRADE?

Existing System

CLOUD OR ON-PREMISE STORAGE?

Cloud

VENDOR OVERVIEW

Open source software for digital repositories. DSpace preserves and enables easy and open access to all types of digital content including text, images, moving images, mpegs, and data sets.

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

PREVIOUSLY APPROVED RECORD SERIES

Click or tap here to enter text.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

PROPOSED RECORD SERIES

Click or tap here to enter text.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

DATE

4/6/2021

AGENCY

Kansas State University, 367

AGENCY CONTACT

Ryan Leimkuehler – rleimkue@ksu.edu

AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM

StaffNet is a collaboration product to collect, document, and preserve K-State Library staff, faculty, and student workers' internal information for organization and alignment.

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM

StaffNet

NEW SYSTEM OR SYSTEM UPGRADE?

Existing System

CLOUD OR ON-PREMISE STORAGE?

Cloud. Self managed

VENDOR OVERVIEW

Confluence is a software company founded in 1991 and headquartered in Pittsburgh, Pennsylvania. Its products are purpose-built for teams that need a secure and reliable way to collaborate on mission-critical projects. Confluence sites are protected by privacy controls and data encryption, and meet industry-verified compliance standards.

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

PREVIOUSLY APPROVED RECORD SERIES

Click or tap here to enter text.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

PROPOSED RECORD SERIES

Click or tap here to enter text.

Retention/Disposition Schedule Entries

367-001

Kansas State University

Web Archiving Administrative Records (Series Unknown)

Records containing information about the administration of the K-State Special Collections web-crawling practices. Series includes policy, procedures, crawl reports, KAIC agreements, and correspondence.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain until superseded, then contact the University Archives for appraisal - if not accepted for transfer to the Archives, then destroy. K-State Libraries is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-210

Last Surveyed 12 July 2021

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Web Archiving Data (Series Unknown)

Records include web-based resources preserved through Department of Special Collections web archiving practices, as well as associated descriptions. Series includes web crawl seeds, reports, and metadata, along with collection groups and preserved public webpages.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Comments: K-State Libraries is the office of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-210

Last Surveyed 12 July 2021

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 15, 2021**

1. **Agency:** Kansas Historical Society
2. **Records Officer:** Megan Burton **Phone:** 785-272-8681
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 7/6/2021
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:**

On behalf of the Kansas Archive-It Consortium (KAIC), Kansas Historical Society staff have created an Electronic Recordkeeping Plan for the Archive-It web archiving service. This service is used by the Kansas Historical Society and five partner universities to capture, preserve, and share Kansas websites. An ERP for this service was approved by the Electronic Records Committee on June 15, 2021. No updated retention schedules are being presented by the agency at this time.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

DATE

6/7/2021

AGENCY

Kansas Historical Society

AGENCY CONTACT

Megan Burton

AGENCY BUSINESS FUNCTIONS SUPPORTED BY SYSTEM

Archive-It allows our organization to capture web content. Content includes historically significant websites of elected officials, executive branch state agencies, non-profits, boards, commissions, and other relevant groups that provide content that helps us tell the story of Kansas History.

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM

Archive-It

NEW SYSTEM OR SYSTEM UPGRADE?

We have been using this system for awhile in a consortium and need to update retention schedules.

CLOUD OR ON-PREMISE STORAGE?

Cloud Storage

VENDOR OVERVIEW

Archive-It provides tools, training, and technical support for capturing and preserving dynamic web materials, as well as a platform for partners to share their collections, with multiple search, discovery, and access capabilities. Material archived via Archive-It is stored in not-for-profit data centers independently owned and operated by the Internet Archive and is available for users to download themselves for additional preservation and sharing. Together, Archive-It users and the Internet Archive are furthering the shared ethos of ensuring perpetual access to diverse, cultural, and historically relevant digital collections from around the world.

Electronic Recordkeeping Plan Template (ERP) Cover Sheet

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

PREVIOUSLY APPROVED RECORD SERIES

We are completing this in preparation for updates to our own retention schedules, and so that partner organizations can utilize the same ERP for their retention scheduling needs.

PROPOSED RECORD SERIES

We are completing this in preparation for updates to our own retention schedules, and so that partner organizations can utilize the same ERP for their retention scheduling needs.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 15, 2021**

1. **Agency:** State General Schedule
2. **Records Officer:** **Phone:**
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 4/19/2021
5. **a) Total records – No. of Series:** 3
b) New series – No. of Series: 3
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:**

Staff at the Kansas Historical Society are continuing their comprehensive update of the State General Schedule. After consulting with officials from the Department of Administration's Office of Personnel Services, it was deemed necessary to add three new series to the Personnel section: Family and Medical Leave Act (FMLA) Records, Americans with Disabilities Act (ADA) Accommodation Requests, and Americans with Disabilities (ADA) Grievance Files. DoA officials reported that while smaller state agencies may not deal with ADA records, the majority of larger agencies do.

Retention/Disposition Schedule Entries

000-005

State General Retention and Disposition Schedule Personnel

Americans with Disabilities Act (ADA) Accommodation Requests (Series Unknown)

Records related to employee requests for reasonable accommodations under the Americans with Disabilities Act. Includes requests, doctors' explanations, documentation of meetings, notifications, correspondence, and training materials. Does not include complaints. Records contain protected health information (PHI) and medical information and must be maintained separately from the personnel file.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(3)(4)(30), 29 CFR 1602.31, 45 CFR Parts 160 and 164

Comments: Retain 6 calendar years after completion or denial, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-210

Last Surveyed 19 April 2021

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Americans with Disabilities Act (ADA) Grievance Files (Series Unknown)

Records related to investigations of complaints or grievances filed by state employees or other individuals regarding possible violations of the ADA requirements.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(3)(4)(11)(25)(30), 29 CFR 1602.31, 45 CFR Parts 160 and 164

Comments: Retain 5 calendar years after grievance is settled, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-210

Last Surveyed 19 April 2021

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Family and Medical Leave Act (FMLA) Records (Series Unknown)

Employee requests and agency determinations for use of extended medical leave for personal or family-related emergencies.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(3) and 29 CFR 825.500(g)

Comments: Retain 3 calendar years after completion or denial, then destroy. Retain any medical records for the duration of employment plus 30 calendar years, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-210

Last Surveyed 01 June 2021

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Housekeeping Changes Since 15 April 2021
15 July 2021

Obsolete

296-015

Department of Labor
Labor Market Information Services Division

OES Final Collapse Override File (Series 0157-296)
Description:

OES Final Updated Parameter File (Series 0163-296)
Description:

622-001

Secretary of State
Administration

Blanket Licenses for Performance Rights (Series 0124-622)
Description: Copies of blanket licenses allowing for the performance rights to a play as required to be filed with the Secretary of State's Office.

622-005

Secretary of State
Census

Census Adjustment Student and Military Personnel Questionnaire (Series 0064-622)
Description: Form submitted to the Secretary of State for the purpose of gathering accurate census data on the permanent residence of college students and military personnel.

622-006

Secretary of State
Business Services

Charitable Organizations Registration Files (Series 0042-622)
Description: Applications, correspondence, copies of registration certificates, etc. relating to the registration of charitable organizations.

Professional Fund-Raiser Registration Files (Series 0065-622)

Description: Applications, correspondence, certificate of registration, etc. regarding individuals registering to become a professional fund-raiser as required by KSA 17-1765.

Professional Solicitors Registration Files (Series 0057-622)

Description: Application, correspondence, certificates of registration, etc. regarding registration of individuals wishing to solicit for charities as required by KSA 17-1759.

Superseded Series

296-015

Department of Labor

Labor Market Information Services Division

OES Address Listings (Series 0152-296)

Description:

OES Document – Changes to Master File (Series 0155-296)

Description: