AGENDA
STATE RECORDS BOARD
7/21/2022
1:00 p.m.
Kansas State Historical Society
6425 SW 6th Ave.
North Classroom, 1st Floor

Meeting Link: https://us02web.zoom.us/j/84689772376?pwd=dHZ5YzRJbCtFUi9ENDNaOXg4V0dyQT09
Meeting ID: 846 8977 2376
Passcode: 181826
One tap mobile
+16699009128,,84689772376# US (San Jose)
+12532158782,,84689772376# 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 (Washington DC)
+1 312 626 6799 US (Chicago)

Meeting ID: 846 8977 2376
Find your local number: https://us02web.zoom.us/u/kuEKe3O5q

1. Introductions and Announcements
2. Minutes from Previous Meeting
3. Department of Administration
   a. New Series
4. Department of Commerce
   a. New Series
5. Kansas State University
   a. ERP – Slate
   b. New Series
6. Office of the Attorney General
   a. New Series
   b. Revised Series
   c. Superseded by Other Agency-Specific Entry
7. Housekeeping Changes:
   a. Obsolete Series
      • Office of the Attorney General
   b. Revised Series
      • Office of the Attorney General
   c. Superseded Series
      • Office of the Attorney General
8. Other Business:
   a. Updates to Operational Procedures
   b. Future Meetings:
• October 20, 2022
• January 19, 2023
• April 20, 2023
Meeting called to order at 1:02 p.m. by Ms. Mendoza and introductions were made.

Minutes: Previous meeting minutes were reviewed. Ms. Mendoza suggested clarifying the language about the review of retention schedules.

Motion: Mr. Asbury made a motion to approve the February 3, 2022 meeting minutes as amended. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, and Mr. Asbury all voted in favor. The motion passed.

Department for Aging and Disability Services: Mr. Anderson presented one new series to the board. Ms. Mendoza asked if KSA 45-221(a)(30) should be added to the restrictions. Ms. Volle explained that the only personal health information included in the series is the address where the assessment was completed. There were no further questions.

Motion: Ms. Rurode made a motion to approve the series as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Ms. Volle all voted in favor. The motion passed.

Department of Administration: Mr. Anderson introduced the Electronic Recordkeeping Plan (ERP) for Microsoft O365 OneDrive/SharePoint. He advised the board that the Electronic Records Committee (ERC) requested one minor change to section 3.6 stating that the Office of Systems Management would be involved in any decisions on migration. The board had no further questions.
Motion: Mr. Asbury made a motion to approve the Electronic Recordkeeping Plan as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Ms. Emery all voted in favor. The motion passed.

Mr. Anderson presented the board with two revised series from the Department of Administration. The retention periods for both series are being lengthened from 5 fiscal years to 7 fiscal years. There were no other questions about the revised series.

Motion: Ms. Rurode made a motion to approve the revised series as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Ms. Emery all voted in favor. The motion passed.

Kansas State University: Mr. Anderson presented the board with the Electronic Recordkeeping Plan for Catfiles/W: Drive (shared drive). The ERC had asked for a minor clarification in section 3.4 on what processes are performed manually. There were no further questions.

Motion: Mr. Asbury made a motion to approve the ERP as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Leimkuehler all voted in favor. The motion passed.

Mr. Anderson presented fifteen new series for K-State Libraries, the Physician Assistant Program, and the University Honors Program. The board discussed the eight Physician Assistant series first. Ms. Mendoza asked for clarification on the phrase “cohort term.” Mr. Leimkuehler explained that the program manages its records by cohorts and that the records for each cohort year are managed the same even if members of that cohort drop out or refile for a different cohort. Ms. Mendoza asked for clarification on the 75-calendar-year retention period for Physician Assistant Program Dismissal Records. Mr. Leimkuehler and Ms. Prakash explained that the retention period is set by the accrediting body. The board had no further questions.

Motion: Ms. Rurode made a motion to approve the new series for the Physician Assistant Program as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Ms. Prakash all voted in favor. The motion passed.

Mr. Anderson presented four new series for K-State Libraries. The board had no further questions.

Motion: Mr. Asbury moved to approve the new series for the K-State Libraries as submitted. Ms. Rurode seconded. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Leimkuehler all voted in favor. The motion passed.

Mr. Anderson presented the three new series for the University Honors Program. Mr. Leimkuehler added that these records are managed separately from the Registrar’s Office. The board had no further questions.
**Motion:** Ms. Rurode moved to approve the new series as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Leimkuehler all voted in favor. The motion passed.

*Office of the State Bank Commissioner:* Mr. Anderson presented three Electronic Recordkeeping Plans for the agency. These included plans for File Server, Kansas Supervised Institution Management System (KSIMS), and Mimecast. The board started with discussion about the File Server ERP. The board had no further questions about the plan.

**Motion:** Mr. Asbury moved to approve the File Server ERP as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Hodges all voted in favor. The motion passed.

The board discussed the KSIMS Electronic Recordkeeping Plan. The board had no further questions.

**Motion:** Ms. Rurode moved to approve the KSIMS ERP as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Hodges all voted in favor. The motion passed.

The board then discussed the Mimecast ERP. Ms. Mendoza asked for further explanation of the system. Mr. Hodges responded that the system automatically logs all internal and external email and that messages cannot be removed from the system. He also noted that the agency is using the Capstone approach for email management. Ms. Mendoza asked if other state agencies are using Mimecast. Ms. Burton and Mr. Anderson answered that they were unaware of other agencies using the system. Mr. Hodges also provided some information about the agency’s contract with Mimecast. The board had no further questions.

**Motion:** Mr. Asbury moved to approve the Mimecast ERP as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Hodges were in favor. The motion passed.

Mr. Anderson presented the two new series to the board. There were no further questions.

**Motion:** Ms. Rurode made a motion to approve the new series of the Office of the State Bank Commissioner as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Hodges were in favor. The motion passed.

The board discussed the nine revised series. Ms. Mendoza suggested adding KSA 45-221(a)(14) to the series Consumer Complaint and Resolution File. There were no further questions.
Motion: Mr. Asbury made a motion to approve the revised series for the Office of the State Bank Commissioner as amended. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Hodges were in favor. The motion passed.

Housekeeping: Mr. Anderson briefly went over the housekeeping changes. The board had no further questions.

Other Business: Ms. Mendoza reminded the board of the need to review the Board and Support Staff Operational Procedures. Ms. Mendoza asked for revisions to the procedures to accommodate more flexibility for State Archives staff. Minor revisions were made to sections I.B, II.A, and III.A.6.

Motion: Ms. Rurode made a motion to approve the procedures as amended. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, and Mr. Asbury were in favor. The motion passed.

Ms. Mendoza reminded the board that meetings for the rest of the year will be held at 1 p.m.

The meeting was adjourned at 2:03 p.m.
1. Agency: Department of Administration

2. Records Officer: John Yeary Phone: 785-296-2033

3. Appraising Archivist(s): Ethan Anderson

4. Date of Appraisal: 6/14/2022

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:

   Julie Thomas contacted Public Records staff about creating a retention schedule for the Department of Administration’s Division of the Budget. A retention period of four fiscal years was deemed appropriate for these records as the same legislative bills are sometimes brought before the legislature multiple years in a row. Prior to the pandemic, these fiscal notes were kept in paper format but are now kept electronically.
Retrieval/Disposition Schedule Entries

173-005
Department of Administration
Division of the Budget

Fiscal Notes (Series Unknown)
Records outlining the fiscal impact of legislative bills on agency budgets. Includes fiscal note responses from agencies and copies of final fiscal notes sent to the legislature.

Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: 4 fiscal years
Disposition: Destroy
Restrictions: None
Schedule Authority: Agency Schedule
KAR Number 53-2-214
Last Surveyed 14 June 2022
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
1. **Agency:** Department of Commerce

2. **Records Officer:** Amber Cabrera  
   **Phone:** 785-296-1913

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

4. **Date of Appraisal:** 6/15/2022

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:**

   Amber Cabrera contacted Public Records staff about creating a retention schedule for Department of Commerce’s Business Development Division. As these private activity bond files may contain copies of checks, KSA 45-221(a)(30) has been included in the restrictions.
Retention/Disposition Schedule Entries

300-009
Department of Commerce
Business Development Division

Private Activity Bonds (Series Unknown)
Applications and supporting documentation submitted by certain businesses, individuals or local governmental units or community organizations seeking qualified private activity bonds to implement qualified projects within their community.

Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 45-221(a)(30)
Comments: Retain 3 calendar years following the year an application is received by the agency, then destroy.

Schedule Authority: Agency Schedule
KAR Number 53-2-214
Last Surveyed 16 June 2022
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
1. **Agency:** Kansas State University

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

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

4. **Date of Appraisal:** 6/14/2022

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:**

   Ryan Leimkuehler contacted Public Records staff about creating one new series for Kansas State University’s K-State Libraries. This addition is part of an ongoing effort by the University to ensure all offices and departments are in compliance with records laws. An ERP for the Slate enrollment management system is also being presented. This ERP was approved by the Electronic Records Committee on June 21, 2022.
DATE
3/28/2022

AGENCY
Kansas State University, 367

AGENCY CONTACT
Ryan Leimkuehler – rleimkue@ksu.edu

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

ELECTRONIC RECORDKEEPING SYSTEM OVERVIEW

NAME OF SYSTEM
Slate

NEW SYSTEM OR SYSTEM UPGRADE?
New System – Previously Talisma/Target X

CLOUD OR ON-PREMISE STORAGE?
Cloud

VENDOR OVERVIEW

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

PREVIOUSLY APPROVED RECORD SERIES
Click or tap here to enter text.

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

367-001
Kansas State University

Library Environmental Readings (Series Unknown)
Records include data collected by data loggers and monthly reports of environmental conditions of library holdings.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain records 5 calendar years then, if no significant event is registered/reported, destroy. K-State Libraries is the office of record.
Schedule Authority: Agency Schedule
KAR Number 53-2-214
Last Surveyed 14 June 2022
Record Copy: Electronic
Electronic Recordkeeping Plan Not Required
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:** 7/14/2022

5. a) **Total records – No. of Series:** 17
   
   b) **New series – No. of Series:** 4
   
   c) **Revised existing series – No. of Series:** 3
   
   d) **Obsolete schedule entries – No. of Series:** 5
   
   e) **Series superseded by other schedule entries – No. of Series:** 2
   
   f) **Series superseded by general schedule entries – No. of Series:** 3

6. **Archival/Permanent records – No. of Series:** 3

7. **Appraisal Narrative:**

   Lisa Mendoza contacted Public Records staff about updating the retention schedules of the Office of the Attorney General’s Victim Services Division. Four new series have been created, two existing series have been revised, five series have been marked obsolete, and five series have been superseded to either the State General Schedule or to other Attorney General schedules. In addition, one series from the Civil Division’s Tobacco Enforcement Unit has also been revised. Any long-term electronic records associated with the four new series as well as series 0085-082 Grant Files – Victim’s Assistance will be retained in iManage. An ERP for this system was approved by the Electronic Records Committee on September 15, 2020.
Retention/Disposition Schedule Entries

082-004
Office of the Attorney General
Victim Services Division

Batterer Intervention Program (BIP) Complaint Files  (Series Unknown)
Records relating to complaints not resulting in formal action to suspend, limit, condition, deny, revoke, or refuse renewal or reinstatement of any certification or permit issued under the Batterer Intervention Program.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: 3 calendar years
Disposition: Destroy
Restrictions: KSA 75-7d08; KSA 45-221(a)(1)(30)
Schedule Authority: Agency Schedule
KAR Number 53-2-214
Last Surveyed 14 July 2022
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed

Batterer Intervention Program (BIP) Files  (Series Unknown)
Applications, approvals, renewals, reinstatements, denials, correspondence, site visit reviews, corrective action plans, statistics, and other records relating to agencies or programs applying for BIP certification.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 75-7d08; KSA 45-221(a)(1)(30)
Comments: Record copy may be paper or electronic. Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Materials, including records obtained from others, may be returned to their source or otherwise disposed of in accordance with court order, court rule, or agreement. Retain remaining paper records and materials, as well as digital images in the system for 1 calendar year after expiration of certification period (for approvals), then destroy. Retain denied certifications for 1 calendar year, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-214
Last Surveyed 14 July 2022
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed

Safe at Home Enrolling Agent Files  (Series Unknown)
Variety of records related to enrolling agents (agencies) and enrolling assistants, including agency applications to participate as an enrolling agent for the Safe at Home Program, individual enrolling assistant applications, approvals, cancellations, renewals, etc.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: See Comments
Comments: Record copy may be paper or electronic. Retain remaining paper documents until scanned into system and until quality assurance is performed, then destroy. Digital images in system are retained for 1 calendar year after participation in the program as an enrolling agent or assistant ends, then destroyed.
Schedule Authority: Agency Schedule
KAR Number 53-2-214
Last Surveyed 14 July 2022
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed

Safe at Home Program Files (Series Unknown)
Applications, certifications, denials or cancellations of certification, correspondence, and other records relating to the operation of or participation in the Safe at Home Program.
Entry Status: Ready for SRB
Recommended Status: Approve As New
Retention Period: See Comments
Disposition: Destroy
Comments: Record copy may be paper or electronic. Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Materials, including records obtained from others, may be returned to their source or otherwise disposed of in accordance with court order, court rule, or agreement. Retain remaining paper records and materials, as well as digital images in the system for 1 calendar year after participation in the program ends, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-214
Last Surveyed 14 July 2022
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Retention/Disposition Schedule Entries

082-003
Office of the Attorney General
Civil Division
Tobacco Enforcement Unit

Tobacco Files (Series 0209-082)
Records relating to enforcement of the terms of the Master Settlement Agreement pursuant to K.S.A. 50-6a01 et seq. including escrow agreements, escrow bank statements, certification forms, testing documents, trademark information, federal compliance information, packaging samples, company organizational documents, corporate surety bonds, correspondence. Records also include other tobacco related issues (e.g. underage sales prevention and enforcement; consumer claims).

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: See Comments
Disposition: Destroy
Restrictions: KSA 45-221(a)(1)(11)(14)(20)
Comments: Record copy may be paper or electronic. Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Materials, including records obtained from others, may be returned to their source or otherwise disposed of in accordance with court order, court rule, or agreement. Retain remaining paper records and materials, as well as digital images in system for 30 calendar years, then destroy.

Schedule Authority: Agency Schedule
KAR Number 53-2-167
Last Surveyed 21 January 2011
Record Copy: Paper, Electronic
4/28/2011: Tabled from 1/2011 SRB meeting; agency indicates paper is official record.
07/14/2022 anderson: reworded comments and added (20) to restrictions.

082-004
Office of the Attorney General
Victim Services Division

Correspondence - Victims (Series 0077-082)
Incoming and outgoing correspondence with individual victims or victims advocacy organizations concerning legal issues, victims assistance, victims' rights, etc.

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: See Comments
Disposition: Destroy
Comments: Record copy may be paper or electronic. Paper documents are scanned into system
and paper is retained until quality assurance is performed, then destroyed. Materials, including
records obtained from others, may be returned to their source or otherwise disposed of in
accordance with court order, court rule, or agreement. Retain remaining paper records and
materials, as well as digital images in system for 30 calendar years, then destroy.

**Schedule Authority:** Agency Schedule

**KAR Number** 53-2-157

**Last Surveyed** 15 September 2008

**Record Copy:** Paper, Electronic

**Remarks:** Revised entry. Added further restrictions. Changed disposition to DESTROY.
Supersedes "Correspondence - Sex Crimes Victims" (0166-082).

07/14/2022 eanderson: changed retention period from "5 fisc years" to "See Comments" and
changed comments.

**Grant Files - Victim's Assistance** (Series 0085-082)
Variety of documents relating to applications for grants and other funding requests made of the
Attorney General by other agencies. Includes documents relating to the administration and
implementation of such funding, as well as grants that are not funded.

**Entry Status:** Ready for SRB

**Recommended Status:** Revise

**Retention Period:** See Comments

**Disposition:** See Comments


**Comments:** Record copy may be paper or electronic. Paper documents are scanned into system
and paper is retained until quality assurance is performed, then destroyed. Materials, including
records obtained from others, may be returned to their source or otherwise disposed of in
accordance with court order, court rule, or agreement. Retain remaining paper records and
materials, as well as digital images in system for 30 calendar years, then destroy.

**Schedule Authority:** Agency Schedule

**KAR Number** 53-2-192

**Last Surveyed** 15 September 2008

**Record Copy:** Paper, Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** Revised entry. Modified title and description to clarify that these records relate to
requests for funding from, rather than for, the AG's office. Added restrictions. Supersedes Grant
Files - Funded (0157-082).

07/06/2016: Revised the comments section to add "individual grant files for" and removed the
"transfer original applications and annual and final performance reports to the archives for
purging, destroy remaining documents" section.

07/20/2016: removed KSA 45-221 (a)(1) at request of SRB

07/14/2022 eanderson: removed "/Funded" from title, added "as well as grants that are not
funded" to the description, reworded comments, and added (1) to restrictions.
Retention/Disposition Schedule Entries

082-004
Office of the Attorney General
Victim Services Division

Correspondence Log (Series 0078-082)
Form or database used to track incoming and outgoing correspondence.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: 5 fisc years
Disposition: Destroy
Restrictions: KSA 45-221(a)(11)(14)&(30)
Schedule Authority: Agency Schedule
KAR Number 53-2-157
Last Surveyed 15 September 2008
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Pending
Remarks: Revised entry. Added restrictions.
07/14/2022 eanderson: series superseded by 0077-082.

Grant Files - Victim's Assistance/Unfunded (Series 0086-082)
Applications and supporting documentation, submitted to the Attorney General by other agencies, relating to federal, state, and private grants which were not funded.
Entry Status: Ready for SRB
Recommended Status: Supersede (Other)
Retention Period: See Comments
Disposition: Destroy
Comments: Retain until no longer useful, then destroy.
Schedule Authority: Agency Schedule
KAR Number 53-2-157
Last Surveyed 15 September 2008
Record Copy: Paper
07/14/2022 eanderson: series superseded by 0085-082.
Housekeeping Changes Since 21 April 2022
21 July 2022

Obsolete

082-004
Office of the Attorney General
Victim Services Division

County Domestic Violence Reports (Series 0080-082)
Description: Reports, statistics, etc. submitted by county agencies concerning domestic violence. Used by Attorney General to compile Domestic Violence Report.

County Policies (Series 0079-082)
Description: Formal policies created by each county and submitted to Division upon request. Maintained for convenience of reference.

Crime Victims Rights Conference Files (Series 0081-082)
Description: Handbooks, financial records, local arrangements, schedules, or other documents for annual conference administered by the Division or Units of the Division, designed for persons in law enforcement, health care, crisis intervention, or other stakeholders.

Rape Crisis and Domestic Violence Facility Annual Reports (Series 0159-082)
Description: Copies of annual reports received from institutions operating rape crisis and/or domestic violence victim counseling or support programs.

Surveys and Questionnaires (Series 0099-082)
Description: Various surveys, questionnaires, etc. conducted with government officials, private citizens, victims, and others relating to activities and concerns of the Division.

Housekeeping Edit

082-004
Office of the Attorney General
Victim Services Division

Audit Reports – Subgrantees (Series 0073-082)
Description: Results of audits of recipients of grants, as required by the terms of the grants, relating to fiscal responsibility and expenditures.
Crime Victims Compensation Board

Board Meeting Files (Series 0158-082)
Description: Proceedings of the Crime Victims Compensation Board: includes agendas, minutes, and other documents.

Claim Files (Series 0154-082)
Description: Records regarding claims by individuals for reparations for crimes committed against them: completed forms, correspondence, investigation reports, exhibits, affidavits, vouchers, invoices, etc.

Superseded Series

082-004
Office of the Attorney General
Victim Services Division

External Training Materials – Manuals & Reports (Series 0083-082)
Description: Handouts, handbooks, reports, and other training aids used to provide training to law enforcement, health professionals, social workers, victims advocates, & others about victims' rights issues.

External Training Materials – Working Files (Series 0084-082)
Description: Resource materials, notes, etc. used in developing External Training Materials - Manuals & Reports.

Subgrantee Training Materials (Series 0098-082)
Description: Documents related to training provided to recipients of grants administered by Crime Victims' Rights Division, concerning how to evaluate their programs, submit reports, etc.
I. State Records Board General Procedures

A. The State Records Board (SRB) will conduct regular quarterly meetings at the Kansas State Historical Society’s Center for Historical Research on the third Thursday of January, April, July, and October, unless rescheduled by the Board chairperson. Special meetings will be held when called by the Board chairperson. All meetings will be fully open to the public as required by the Kansas Open Meeting Act. Board packets will be made available online before meetings.

B. State agencies and local government offices seeking approval from the SRB for records disposition requests, new retention and disposition schedules, revisions to existing schedules, microfilming standards, or other related matters should be submitted to the State Archivist, in the format recommended by Historical Society staff, at least one month (30 days) before the Board meeting at which the requests will be considered.

C. The State Records Board will not accept or approve retention and disposition schedule entries already addressed by the State and Local Government General Retention and Disposition Schedules. The Board will consider requests that alter the requirements established by the State and Local Government General Retention and Disposition Schedules.

D. Historical Society staff will prepare a written appraisal report regarding each disposal request. In addition to conclusions regarding the historical and research values, these recommendations will contain information about any state and federal statutes or administrative regulations related to the preservation of the records or restrictions on public access to them and any other information necessary for the board to make an informed decision.

E. Record retention and disposition schedules will be submitted to the Secretary of State within one month after each meeting. The requesting agency will be notified of Board actions, and the retention and disposition schedules will be updated online, within one month after each meeting. The Kansas State Historical Society will retain permanently a complete board packet for each meeting.

II. State Archives Staff Procedures
A. Prior to the Board meeting, the State Archivist and/or a member of his/her staff may visit the agency or local office and carefully examine the records listed in each disposal request.

B. Copies of the draft retention and disposition schedule, the written appraisal reports of the Historical Society staff, minutes from the previous meeting, and the meeting agenda will be distributed to all Board members at least four days before each meeting.

C. State Archives staff will notify the Board of any records series rendered obsolete or transferred to another agency.

III. Authorized Changes to Retention and Disposition Schedules Without Prior State Records Board Approval – Changes Made by Records Management Staff

A. The SRB authorizes Records Management staff at the Kansas State Historical Society to make the following limited technical changes to records retention schedules without further review and approval by the SRB:

1. Make copy editing changes to improve the accuracy of the text, such as correct typos or spelling, modify punctuation, grammar, terminology, jargon, formatting, and other like technical revisions consistent with the intent expressed by the SRB;

2. Amend series title(s) based upon additional input from agency staff to more accurately reflect the nature of the records at issue;

3. Make description enhancements that do not substantially alter the content, function, and subject matter of the records;

4. Update restriction information to reflect current statute or regulation numbers where no substantive change to the statute or regulation has occurred, and no additional restriction has been added or restriction removed;

5. Modify retention schedules, without altering any substantive content in the retention schedule itself, to reflect agency reorganizations or changes to agency hierarchy, such as moving a records series from one sub-agency to another or from one agency to another;
6. Update instructions for retiring records to an inactive records storage facility before destruction or transfer to the State Archives;

7. Note record copy format if unknown, or change record copy format if known. May update to include a change to electronic format if records are required to be maintained for less than 10 years, an Electronic Recordkeeping Plan is not required, and/or records are not to be transferred to the State Archives;

8. Add comments or notes for internal use only to aid records management staff in their work; and With the assistance and approval of agency records officers, supersede agency-specific versions of general retention and disposition schedule entries that either match word for word or convey the same intent or purpose of the applicable general schedule entry. For example, entries on an agency’s schedule that may be superseded include those with minor title or description variations, or entries on the agency-specific schedule that match an earlier version of a general schedule entry.

B. All other changes, corrections, modifications, amendments, revisions, or revocations require the review and approval of the State Records Board.

C. At each meeting, records management staff shall provide the Board with a summary report of any changes made pursuant to the provisions of Section III.A.2. through III.A.8. since the previous Board meeting.

IV. Procedures Specific to Electronic Records
A. The State Records Board and the Electronic Records Committee (ERC), a sub-committee under the Information Technology Advisory Board (ITAB), will cooperate to review and approve electronic recordkeeping plans, and any such plans will be submitted in conjunction with the state agency retention and disposition schedule. Electronic recordkeeping plans must be presented to and endorsed by the Electronic Records Committee prior to their submission to the SRB meeting. The purpose of offering the electronic recordkeeping plan to the ERC is for their technical review before submission to the State Records Board.