

AGENDA
STATE RECORDS BOARD
1/19/2023
1:00 p.m.
Kansas State Historical Society
6425 SW 6th Ave.
North Classroom, 1st Floor

Meeting Link:

<https://us02web.zoom.us/j/81040411011?pwd=aEREcExDTWprWVZHL2dtY09lWW5DZz09>

Meeting ID: 810 4041 1011

Passcode: 746459

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1. Introductions and Announcements
2. Minutes from Previous Meeting
3. Kansas Bureau of Investigation
 - a. Revised Series
4. Housekeeping Changes:
 - a. Obsolete Series
 - Kansas Bureau of Investigation
 - b. Superseded Series
 - Kansas Bureau of Investigation
5. Other Business:
 - a. Future Meetings:
 - April 20, 2023
 - July 20, 2023
 - October 19, 2023

State Records Board
October 20, 2022
Virtual Zoom Meeting
Meeting ID: 83 5142 3535

Participants: Lisa Mendoza, designee of the Attorney General (Chair)
Tanner Asbury, designee of the Secretary of Dept. of Administration (DofA)
Bill Sowers, Documents/Cataloging Librarian (State Library)
Patrick Zollner, Acting Executive Director (KSHS)
Ryan Leimkuehler, University Records Manager (KSU)
Charlotte Self, Director of Employee Relations & ADA Coordinator (KSU)
Heath Ritter, Program Director for Research Compliance (KSU)
Cathy Oehm, Assistant Director of Purchasing (KSU)
Memory Buffington, Director of Financial Operations (KSU)
Ethan Anderson, Government Records Archivist (KSHS)
Amber Draper, Library Assistant (KSHS)

Ms. Mendoza called the meeting to order at 1:02 p.m. and began the introductions.

Minutes: Minutes from the July 21, 2022, meeting were reviewed. There were no further questions.

Motion: Mr. Asbury made a motion to approve the July 21, 2022, meeting minutes as submitted. Mr. Sowers seconded the motion. There was no further discussion. Mr. Anderson called the roll. Mr. Asbury, Mr. Sowers, Mr. Zollner, and Ms. Mendoza all voted in favor. The motion passed.

Kansas State University: Mr. Anderson introduced the Electronic Recordkeeping Plan (ERP) for the Cobblestone contract management system. At the request of the Electronic Records Committee (ERC), section 2.1 was reworded, and section 2.3 was modified to clarify what versions of the records were being retained. Language concerning what the vendor was willing to guarantee was removed from section 3.4.1. It was also clarified in sections 3.4.1 and 3.9.1.1 that both the university and the vendor may declare a disaster. Lastly, section 3.10.1 was changed to the cloud. After these concerns had been addressed, the committee endorsed the ERP system as submitted.

Motion: Mr. Asbury made a motion to approve the Electronic Recordkeeping Plan as submitted. Mr. Zollner seconded the motion. There was no further discussion. Mr. Anderson called the roll. Mr. Asbury, Mr. Sowers, Mr. Zollner, Ms. Mendoza, and Mr. Leimkuehler all voted in favor. The motion passed.

Mr. Anderson presented the board with nine new series from Kansas State University, seven from the University's Research and Compliance Office and two from Human Capital Services' Employee Relations and Regulations. Mr. Zollner asked if the retention period for the annual reports was appropriate. Mr. Leimkuehler clarified that the annual reports do not have the information typically found in traditional annual reports and are not used for research. The board reviewed an example. There were no further questions.

Motion: Ms. Sowers made a motion to approve the new series as submitted. Mr. Asbury seconded the motion. There was no further discussion. Mr. Anderson called the roll. Mr. Asbury, Mr. Sowers, Mr. Zollner, Ms. Mendoza, and Mr. Leimkuehler all voted in favor. The motion passed.

Attorney General: Mr. Anderson presented one revised series from the Attorney General's Office. The comments to this series were revised to include scanning language.

Motion: Mr. Asbury made a motion to approve the new series as submitted. Mr. Zollner seconded the motion. There was no further discussion. Mr. Anderson called the roll. Mr. Asbury, Mr. Sowers, Mr. Zollner, and Ms. Mendoza all voted in favor. The motion passed.

Housekeeping: Mr. Anderson briefly presented the one superseded series from the Department of Transportation. The board reviewed and had no further questions.

Other Business: Mr. Anderson announced that Megan Burton is the new State Archivist for the Kansas State Historical Society.

The meeting was adjourned at 1:29 p.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 19, 2023**

1. **Agency:** Kansas Bureau of Investigation
2. **Records Officer:** Laura Graham **Phone:** 785-296-8207
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 1/12/2023
5. **a) Total records – No. of Series:** 26
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 15
d) Obsolete schedule entries – No. of Series: 3
e) Series superseded by other schedule entries – No. of Series: 2
f) Series superseded by general schedule entries – No. of Series: 6
6. **Archival/Permanent records – No. of Series:** 7
7. **Appraisal Narrative:**

Kelly McPherron contacted Public Records staff about updating the retention schedules of the Kansas Bureau of Investigation. As part of this effort, 15 series are being revised. Many of these revisions include minor updates to series titles and descriptions as well as changes to divisions and subdivisions to reflect reorganizations at the KBI. Nine of these series have received additional restrictions, with KSA 45-221(a)(1) the most common addition. More precise retention requirements have been added to series 0031-083, 0022-083, 0030-083, 0029-083, and the retention period of 0036-083 has been shortened from 6 calendar years to 5 calendar years to better reflect agency needs.

Two series, 0009-083 and 0010-083, are being superseded by other agency schedules as these records are no longer maintained by the Legal Services Division. Lastly, three series have been marked obsolete and six series are being superseded by existing series on the State General Schedule.

Retention/Disposition Schedule Entries

083-004

Kansas Bureau of Investigation Investigations Program

Missing and Unidentified Person Information Clearinghouse and System Files (Series 0029-083)

Central clearinghouse established by KSA 75-712d to receive and disseminate National Crime Information Center (NCIC) information relating to missing and/or unidentified persons and maintained to locate missing persons and identify unidentified persons or human remains.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain information until missing person is located or unidentified persons or human remains are identified, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 20 May 2004

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 1/12/2023 eanderson: changed subagency from Information Services Division to Investigations Program, changed title of series from "Missing Children Information Clearinghouse Files" to "Missing and Unidentified Person Information Clearinghouse and System Files," and reworded the description and comments to include unidentified persons or human remains.

083-005

Kansas Bureau of Investigation Information Services Division

10 Print Fingerprint Cards (Series 0021-083)

Source documents for verifying the identity of persons being booked or considered for certain licensing, employment, or volunteer capacities.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: KSA 22-4707, KSA 45-221(a)(1), & KSA 75-712j

Comments: Retain electronic records permanently. Retain any hard copy until converted to electronic format and quality assurance check completed, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-157

Last Surveyed 16 October 2008

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry; change in format from paper to electronic. Electronic Recordkeeping Plan endorsed by ERC on 9/10/08.

12/29/2022 eanderson: deleted subagency Criminal History Record Section, reworted description, and added restrictions.

Automated Fingerprint Identification System (AFIS) Project Files (Series 0031-083)

Records relating to the establishment of the automated fingerprint system designed to capture and store fingerprint images electronically.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until system is no longer in use, then transfer to the archives.

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 27 October 2010

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/27/2010: Revised Comments from "...transfer to the archives for purging"

12/29/2022 eanderson: deleted Assistant Director subagency, changed comments from "Retain until no longer useful..." to "Retain until system is no longer in use...", and changed disposition from See Comments to Archives.

Criminal History Records Check Forms (Series 0022-083)

Forms submitted to the KBI requesting criminal history record checks.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain 1 calendar year after record check completed, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-139

Last Surveyed 20 May 2004

Record Copy: Paper

Remarks: 12/29/2022 eanderson: deleted subagency Criminal History Record Section, added 'Forms' to title, reworted description, and changed comments from "Retain until no longer useful, then destroy" to "Retain 1 calendar year after record check completed, then destroy."

Criminal History Search Requests (Series 0025-083)

Logs of all criminal history record search transactions conducted online through KBI systems, and any search responses.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 5 calendar years

Disposition: Destroy

Restrictions: KSA 22-4707 & KSA 45-221(a)(1)(10)

Schedule Authority: Agency Schedule

KAR Number 53-2-139

Last Surveyed 20 May 2004

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 12/29/2022 eanderson: deleted subagency Information Resource Management, reworded description, and added KSA 45-221(a)(1)(10) to restrictions.

eCitation (Series 0114-083)

Repository of index information and content regarding citation information electronically submitted by local law enforcement and other agencies. This will include municipal, county, and state traffic, non-moving and some criminal citations issued by enforcement agencies.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Permanent

Disposition: Permanent

Restrictions: Portions may be restricted under KSA 75-712 & KSA 45-221(a)(1)(10)

Schedule Authority: Agency

KAR Number 53-2-197

Last Surveyed 20 October 2017

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 10/20/2017 mrohleder: New entry created. SRB Approved at meeting KAR #53-2-197.

12/29/2022 eanderson: deleted subagency Electronic Citations, deleted comments, and changed retention and disposition to Permanent.

Kansas Standard Arrest Reports (Series 0034-083)

Arrest reports submitted by law enforcement agencies and compiled by the KBI for statistical purposes and reporting to the Federal Bureau of Investigation.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 75-712 & KSA 45-221(a)(1)(10)

Comments: Retain until data extracted for reporting purposes, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 13 October 2010

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/13/10 -- Revised retention from "1 calendar year."

12/29/2022 eanderson: added "Standard" to title, deleted subagency Incident Based Reporting, and added KSA 45-221(a)(1) to restrictions.

Kansas Standard Offense Reports (Series 0004-083)

Reports submitted by local law enforcement agencies to the KBI on offenses occurring within jurisdictions as required by KSA 21-2501a(b).

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(10) & KSA 45-220(g)(1)

Comments: Retain until data extracted for reporting purposes, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 13 October 2010

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/13/10: Removed "Data is transferred to the mainframe computer system and retained accordingly" from Comments.

12/29/2022 eanderson: added Kansas to title, deleted subagency Incident Based Reporting, and added KSA 45-221(a)(1) and KSA 45-220(g)(1) to restrictions.

Law Enforcement Officers Killed or Assaulted Report (Series 0023-083)

Reports submitted by law enforcement agencies and compiled by the KBI releasing statistical information on the number of law enforcement officers killed or assaulted in the line of duty.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-220(g)(1)

Comments: Retain until data extracted for reporting purposes, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 13 October 2010

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/13/10: Revised retention from one calendar year.

12/29/2022 eanderson: deleted subagency Incident Based Reporting, slightly reworded description, and added KSA 45-220(g)(1) to restrictions.

Offender Registration Files (Series 0027-083)

Registration form and supporting documentation relating to sexual, violent, and drug offenders required to register in the state of Kansas and maintained to monitor their locations.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: Some records restricted per KSA 22-4906, KSA 22-4909, & KSA 45-221(a)(1)

Comments: Retain electronic records for lifetime of offender, then destroy. Retain any hard copies until converted to electronic format and quality assurance check completed, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-168

Last Surveyed 18 July 2011

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/13/2010: Revised comments from "Retain registration for 10 years and check for any subsequent convictions. If no additional convictions occur, then destroy. If a subsequent conviction has occurred, retain file for the life of the offender, then destroy"; removed 5 USC sec.552a from restrictions.

07/28/2011: Added drug offenders to description. Agency requested that retention be lengthened and restrictions added; record copy changed to electronic. High-level project plan for KsSORT has been approved by the State Archivist.

12/29/2022 eanderson: deleted subagency Offender Registration, added "then destroy" to comments, and added KSA 45-221(a)(1) to restrictions.

Incident Based Reporting

Kansas Supplemental Homicide Report (Series 0024-083)

Form submitted by law enforcement agencies for all homicides and compiled by the KBI for statistical purposes and reporting to the Federal Bureau of Investigation.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1) & KSA 45-220(g)(1)

Comments: Retain until data extracted for reporting purposes, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 13 October 2010

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/13/10: Revised retention period from "001 cldr yr".

12/29/2022 eanderson: changed title from "Supplemental Homicide Form" to "Kansas Supplemental Homicide Report" and added KSA 45-221(a)(1) and KSA 45-220(g)(1) to restrictions.

083-006

Kansas Bureau of Investigation Laboratory Division

Quality Assurance Documentation (Series 0036-083)

Documentation maintained by the laboratory staff to ensure compliance with standards and adherence to procedures.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 5 calendar years

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(4)(10) & KSA 75-712

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 15 September 2004

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 12/29/2022 eanderson: changed retention period from 006 cldr yrs to 5 calendar years and added KSA 45-221(a)(1) to restrictions.

083-007

Kansas Bureau of Investigation

Information Technology Division

Division of Motor Vehicles Drivers License Photos Database (Series 0026-083)

Database generated and maintained by the Kansas Department of Revenue Division of Motor Vehicles and placed on the Kansas Criminal Justice Information Services (KCJIS) platform to provide fast and redundant access to drivers license information.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: 5 USC sec. 552a, 18 USC sec. 2721, & KSA 45-221(a)(1)(10)

Comments: Kansas Department of Revenue Division of Motor Vehicles is the official records custodian and the KBI provides the data on the KCJIS platform for access by public safety users.

Schedule Authority: Agency Schedule

KAR Number 53-2-139

Last Surveyed 20 May 2004

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 12/29/2022 eanderson: changed subagency from Information Resource Management to Information Technology Division, reworded description, reworded the comments, and added 18 USC sec. 2721 and KSA 45-221(a)(1) to restrictions.

Missing and Unidentified Person Information System (Series 0030-083)

Central repository established by KSA 75-712b to receive and disseminate information from the National Crime Information Center (NCIC) and law enforcement agencies relating to persons who have been reported missing or are unidentified and maintained to compare reports of unidentified persons with reports of missing persons.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain information until missing person is located or unidentified persons or human remains are identified, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-140

Last Surveyed 20 May 2004

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 12/29/2022 eanderson: changed subagency from Information Services Division to Information Technology Division, changed title of series from "Missing Persons Information System Files" to "Missing and Unidentified Person Information System," reworded description, and reworded comments to include unidentified persons or human remains.

083-008

Kansas Bureau of Investigation

Legal Division

Legal Services

Correspondence - Routine (Series 0008-083)

Incoming and outgoing letters, memoranda, email records, text messages, chat/instant messages, voicemail messages, and other types of communications that pertain only to routine matters and are not identified in another record series.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(29)

Comments: Retain until business is completed, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 07 October 2010

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 10/7/2010: Revised retention from "Retain until no longer useful, then contact the archives for appraisal, if not accepted..."; disposition changed to "Destroy."

12/28/2022 eanderson: changed title from "Correspondence - General" to "Correspondence - Routine," changed subdivision from Associate Director to Legal Division, reworded the description, and changed comments from "retain until no longer useful, then destroy" to "retain until business is completed, then destroy."

Retention/Disposition Schedule Entries

083-002

**Kansas Bureau of Investigation
Associate Director
Legal Services**

DNA Reference Materials (Series 0009-083)

Correspondence, expert witness files, rules and regulations, motions and court orders, etc. relating to use of DNA as evidence in criminal proceedings.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Destroy

Restrictions: Portions may be restricted.

Comments: Retain until superseded or no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-165

Last Surveyed 28 October 2010

Record Copy: Unknown

Remarks: 10/7/2010: Revised retention from "Retain until superseded or no longer useful, then transfer nonidentifiable information to the archives for purging"; changed disposition to "Destroy."

12/28/2022 eanderson: supersede series to 0038-083. The Legal Division does not maintain these types of records.

Investigative Files - Legal Division (Series 0010-083)

Search warrants, subpoenas, PEN, wire taps, court orders, etc. relating to legal assistance during criminal investigations.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: Destroy

Disposition: See Comments

Restrictions: Portions may be restricted.

Comments: Retain until no longer useful, then destroy. Wire tap information must be maintained 10 years as required by state statute.

Schedule Authority: Agency Schedule

KAR Number 53-2-139

Last Surveyed 07 May 2004

Record Copy: Unknown

Remarks: 12/28/2022 eanderson: supersede to 0001-083. The Legal Division does not maintain these types of records.

Housekeeping Changes Since 20 October 2022 19 January 2023

Obsolete

083-003

Kansas Bureau of Investigation
Special Operations Division
Assistant Director

Aircraft Files (Series 0013-083)

Description: Titles, warranties, logs, correspondence, etc. relating to the legal ownership and maintenance of agency aircraft used for surveillance activities.

083-005

Kansas Bureau of Investigation
ISD
Assistant Director

Kansas Criminal Justice Information System (KCJIS) Project Files (Series 0032-083)

Description: Records relating to the needs assessment, strategic plan, contracts, vendor files, correspondence, etc. establishing the KCJIS tool to assist law enforcement agencies across the state.

083-006

Kansas Bureau of Investigation
Laboratory Division

State West Complex Moving Materials (Series 0037-083)

Description: Variety of documents maintained by the Deputy Director of Laboratories relating to the feasibility of the KBI moving its headquarters to the State West Complex on the former Topeka State Hospital grounds.

Superseded Series

083-002

Kansas Bureau of Investigation
Associate Director

Associate Director's Files (Series 0005-083)

Description: Correspondence, reports, budgets, etc. relating to the operations and activities of the Associate Director.

Pre-Employment Background investigations (Series 0007-083)

Description: Initial background investigations conducted by the KBI to determine an applicant's employment eligibility status.

083-003

Kansas Bureau of Investigation
Special Operations Division

Grant Files - Unfunded (Series 0014-000)

Description: Applications and supporting documentation relating to federal, state, and private grants submitted by agencies which were not funded.

Special Operations Division
Assistant Director

Division Files (Series 0014-083)

Description: Agent assignments, agent specialties, interagency correspondence, etc. relating to the operations of the program.

Working Files (Series 0015-083)

Description: Drafts, reference materials, correspondence, etc. relating to the daily operations of the Assistant Director.

083-005

Kansas Bureau of Investigation
ISD
Assistant Director

Law Enforcement Memorial Committee Files (Series 0033-083)

Description: Minutes, notes, etc. relating to the establishment and maintenance of the law enforcement memorial.