

AGENDA
STATE RECORDS BOARD

7/18/2013

8:30 a.m.

Kansas State Historical Society
Center for Historical Research
6425 SW 6th Ave.
Executive Conference Room, 2nd Floor

1. Introductions and announcements
2. Minutes from previous meeting
3. Kansas Board of Regents – revised series
4. Kansas Department of Administration – new series
5. Office of the Attorney General
 - a. New series
 - b. Revised series
 - c. Series superseded by other agency-specific schedule entries
6. Kansas Historical Society – Cultural Resources Division
7. Local records: Noxious Weeds – revised series
8. Housekeeping changes:
 - a. Housekeeping edits:
 - Kansas Department for Aging and Disability Services
 - Office of the State Bank Commissioner
 - Office of Administrative Hearings
 - Office of the State Treasurer
 - b. Obsolete:
 - Kansas Department for Aging and Disability Services
 - Kansas Board of Regents
 - Office of the Secretary of State
 - c. Superseded by the general schedule:
 - Consumer Credit Commissioner
 - Department for Children and Families
9. Other business:
 - a. Social media retention and disposition policy
 - b. Future meetings:
 - 10 October 2013 – move to 17 October?
 - 9 January 2014
 - 10 April 2014
 - 10 July 2014

State Records Board
11 April 2013
Executive Conference Room, Center for Historical Research

Present: Lisa Mendoza, chair, Attorney General's designee
Matt Veatch, State Archivist, Kansas State Historical Society (KSHS)
Pat Michaelis, KSHS Executive Director's designee
Bill Sowers, State Librarian's designee
Frank Burnam, Secretary of Administration's designee

Also present: Karen Stattelman, Pooled Money Investment Board
Darrell Garwood, KSHS
Lu Harris, KSHS
Karl Hockenburger, Department for Children & Families (DCF)
Sandy Powell, DCF
Marcella Wiget, KSHS
Teresa Anderson, Johnson County

Meeting commenced at 8:38 a.m.

2. Minutes from previous meeting: Mr. Veatch made a slight revision to the wording in section 10 regarding the discussion of local personnel records. He also commended Ms. Wiget for her meeting minutes. Ms. Mendoza made a minor change for a typographical error.

Motion: Ms. Michaelis moved, Mr. Veatch seconded, unanimous approval of minutes as amended.

3. Department of Agriculture – Noxious Weeds: Ms. Wiget explained that this series has existed at the local level for several years but was never scheduled at the state level. With the creation of this new schedule entry, transferring all county annual reports to the State Archives from the Department of Agriculture, the local entry can be changed so that counties can destroy their records rather than retaining them permanently. Ms. Wiget has spoken with a couple counties about this change and intends to contact a few more; she has also asked Teresa Anderson to ask their Noxious Weeds director how long he thinks these reports need to be kept locally.

Motion: Mr. Veatch moved approval, Mr. Burnam seconded, unanimous approval of retention schedule entry as submitted.

4. Department of Corrections – Central Office and Facilities: Ms. Mendoza noted that the records under discussion are probably being kept electronically; Ms. Wiget explained that the "Inmate Files" series (as described in 0159-521) already has been approved for electronic retention by the board, but the board has not yet seen the Electronic Recordkeeping Plan for the systems that Corrections uses.

Motion: Mr. Veatch moved approval, Mr. Burnam seconded, unanimous approval of revised schedules as submitted.

5. Pooled Money Investment Board: Karen Stattelman has been revising her agency's retention schedule for the past several months, taking care of duplicative and obsolete entries. She is now beginning to work on the new and revised retention schedule entries. She had one change at the meeting to make to series 0034-671, Statutory Loan Files, so that the descriptive language would be more inclusive and read "and other entities" instead of "other state agencies."

The board discussed the general “May contain confidential banking information” restriction that appeared in some of the entries. The board preferred a statutory citation of some kind. KSA 45-221(a)(1) could be used, though it is not specific. Ms. Stattelman explained these records can contain account numbers, wiring information, and other confidential institutional information that would not be provided in an open records request and would be shredded. She will ask her agency’s legal counsel about what specific state or federal statute or law closes these records. The board tabled discussing those series, both new and revised, that included this restriction.

Ms. Michaelis requested that “and data” be added to the remarks regarding off-site back-up storage of software in several series, all of which were tabled for further discussion regarding restrictions.

Motion: Ms. Michaelis moved, Mr. Veatch seconded, unanimous approval of retention schedule entries as amended, minus the four tabled records series.

6. Department for Children and Families – Prevention and Protection Services: Sandy Powell explained that the agency is completely restructuring its organization and therefore also its retention schedule. She and Karl Hockenburger were present to discuss entries for Prevention and Protection Services (PPS). Children and Family Services, a former sub-section under SRS, is now Family Services, under which is Prevention and Protection Services.

Ms. Michaelis requested that “by agency” be added to the comments under 0050-629 to note that the agency will hold the records internally permanently.

Ms. Powell noted that 0695-629, Guardianship/Adoption Records – State Wards will require an electronic record-keeping plan. Mr. Veatch stated that he and Ms. Wiget had discussed this series and thought that these records may be transferred annually into KEEP in future. He also wanted clarification about 0067-629, Client Case Files – Adoption Services, and why this series is both retained permanently at the agency and at the State Archives. Ms. Powell explained that the microfilm is used daily at the agency and that the State Archives’ copy is backup copy, but DCF considers that copy the State Archives’ and not the agency’s anymore. Mr. Hockenburger noted that Adoption Services gets two or three inquiries a week for client records, but he does not know how many of those are responded to or are deflected due to lack of legal right to view the records. Ms. Michaelis suggested that the disposition be State Archives and that the comments state “Agency keeps a copy to handle reference requests” for both 0067-629 and 0695-629.

Ms. Michaelis requested more information about why the record copy field states “Unknown” for three of the four series. The group discussed what the record copies are for these three series. Mr. Hockenburger noted that the agency is moving toward digitization.

Motion: Ms. Michaelis motioned, Mr. Sowers seconded, that the revised schedules be approved as amended.

7. Local records – Personnel records: This agenda item concerned the retention schedule entry as discussed and revised at the last State Records Board meeting. Teresa Anderson noted that some verbiage had since been added to the comments, as requested by other county records managers, to further clarify what goes into an abstracted work history. She thanked the board for their support during this process.

Ms. Mendoza asked whether personnel records at the local level include test scores. She suggested that both KSA 45-221(a)(9) and (30) be added to the restrictions for test scores and unwarranted invasions of personal privacy.

Mr. Veatch asked Ms. Anderson if Johnson County would be willing to share the research Julianne Gonatas had done; Ms. Anderson indicated she would provide what she could. Mr. Veatch noted that the state-level retention schedule entry for abstracted personnel records still shows these

records must be kept for 65 years and that there has been a lot of push back to reduce the amount of time these records need to be kept. He hopes that the State Archives will be able to work with Administration's Personnel Services to revise the state-level schedule entry.

Motion: Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of revised general schedule entry for local personnel records as amended.

8. Local records – Johnson County: electronic records migration: Ms. Anderson gave the board some additional background regarding Johnson County's move to electronic records. Their records management staff have been working with the legal and information technology departments to create a records vetting procedure. She noted that they attempted to do a beta test of the process with the Public Health Department and realized that first the department's retention schedule needed to be cleaned up. She also informed the board that a lot of departments are already using ImageNow, and that legal has directed that source documents in paper form cannot be destroyed until the ImageNow system has gone through the vetting process.

Mr. Veatch asked Ms. Anderson about ImageNow. She has a good relationship with their local expert on ImageNow and has legal backing in the county. She also explained that Johnson County has purchased a separate records management module to add appropriate records management features to their existing system.

Ms. Anderson asked who would have responsibility for deleting electronic records, once records management and archives have worked with and initiated the process with the individual departments. Mr. Veatch said that hopefully the system would allow for rule-based automation of deletion, unless there was a legal hold.

The board noted that they had received the letter from Johnson County regarding the migration of paper records to electronic.

9. Housekeeping changes: Ms. Mendoza questioned some retention schedule entries that had moved from the Department for Children and Families to the Kansas Department for Aging and Disability Services, noting that these still used the Social and Rehabilitation Services language. Mr. Hockenbarger suggested that this remain as is to show the historical background of the retention schedule. Ms. Wiget explained that records management staff plan to transfer all the retention schedules and then discuss with program staff what has been revised and made obsolete.

The board accepted the report.

10. Other business:

a. Electronic Records Committee update: Ms. Mendoza has had several inquiries lately regarding social media and whether it is considered records by the state or not. She also noted that there are no retention schedule entries governing social media. The Electronic Records Committee (ERC) discussed this at their last meeting, but this was a low-attended meeting and nothing substantive came out of the discussion. Mr. Veatch believes the state must deal with this, rather than shirking responsibility. He noted that both North Carolina and Alabama, the only states that have dealt specifically with social media, have appraised social media as archival because of the direct interaction between government and citizen in a completely new way. He explained that this is not yet the Kansas policy and that it may not be. Both Mr. Veatch and Ms. Mendoza noted that the new social media policy from the Kansas Office of Information Technology Services does not address recordkeeping and retention. The State Records Board can issue either a general retention schedule entry or a more general policy or guideline regarding these and other records issues. Mr. Veatch has explained to the Chief Information

Technology Officer that it is not good practice to allow the third party source solely to house the records.

Ms. Mendoza requested that at the next meeting staff present information and that the board discuss this topic further.

Mr. Veatch also provided a KEEP update for the board.

b. Implementation of housekeeping changes: Lu Harris has been working on agencies' retention and disposition schedules, gathering information for superseding entries into the general schedule. As she has worked on this project, she has found some entries match exactly but many others do not. Agency entries may have more specific information, different restrictions or descriptions, and other minor changes in their specific entries. Ms. Harris needs guidance from the board about how to proceed on these issues.

As an agency records officer, Ms. Mendoza noted that some of these entries would be simple to supersede but that others she would need to visit with program staff before making any change. She also noted that she would like to be aware of what was happening with the schedule entries as a courtesy. Ms. Michaelis suggested working first with a few agencies and then preparing reports to send to the rest of the affected agencies and discussing the process at the next records officers' meeting. This would be an opportunity also for those initial agencies with whom Ms. Harris tested the project to talk about the process. Ms. Wiget asked whether there was anything in the samples provided in the board packet that would require board approval, and Ms. Mendoza thought all the changes presented were non-substantive changes but that there could be other instances where board approval may be needed, including instances where agencies want to change their specific schedule entries even more to make them more substantially different from the general schedule.

Meeting adjourned at 10:18 a.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 18, 2013**

1. **Agency:** Kansas Board of Regents
2. **Records Officer:** Renee Burlingham **Phone:** 785-296-3421
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 23 May 2013
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 schedules – No. of Series: 1 (See Housekeeping report)
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussions with program and legal staff.
9. **Appraisal Narrative:**

Regents' staff contacted the State Archives to revise an existing schedule entry regarding general educational development records, due to changes in their recordkeeping policies. The agency has also decided they do not need to keep these records permanently in-house but can destroy them after an extended period of time.

Retention/Disposition Schedule Entries

561-001

Kansas Board of Regents

General Educational Development or High School Equivalency Diploma/Certificate Test Results (Series 0106-561)

Individual student General Educational Development (GED) or High School Equivalency Diploma/Certificate test result data submitted from testing centers.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 050 cldr years

Disposition: Destroy

Restrictions: All student-specific records are private and confidential under the Family Educational Rights and Privacy Act of 1974, "FERPA," 20 U.S.C. 1232g and 34 C.F. 99; KSA 2012 Supp. 45-221 (a)(30)

Comments: Record copy may be paper or electronic. These records are typically submitted to KBOR by the GED testing centers or adult education program providers; KBOR may also receive them if the program closes or is discontinued. As data is entered into system and verified, paper is retained until quality assurance is performed, then destroyed. Data is retained by outside vendor and backups are sent to Regents.

Schedule Authority: Agency schedule

KAR Number 53-2-175

Last Surveyed 23 May 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/04/2013: new entry.

05/23/2013: Revised retention period and disposition; revised comments to reflect updated recordkeeping practices.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 18, 2013**

1. **Agency:** Department of Administration - Office of Facilities and Procurement Management
2. **Records Officer:** Lori Ploude **Phone:** 785-296-6247
3. **Appraising Archivist:** Lu Harris / Marcella Wiget
4. **Date of Appraisal:** 27 June 2013
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 schedules – No. of Series: 0
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussions with Records Officer Lori Ploude with the Dept. of Administration-OFPM.
9. **Appraisal Narrative:**

Department of Administration/Facilities Div. records officer requested the creation of a new retention schedule series entry to cover the disposition of waiting lists pertaining to the state parking lots and garages. These records have not been previously scheduled. They are not archival.

Retention/Disposition Schedule Entries

173-006

Department of Administration

Facilities Management

Waiting Lists - State Parking Lots / Garages (Series Unknown)

Waiting lists for state employees year round and Legislative Services during session, for parking spaces in the state lots and garages.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: Retain until superseded, then destroy or delete

Disposition: Destroy

Restrictions: none

Last Surveyed 27 June 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 27 June 2013: New entry

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 18, 2013**

1. **Agency:** Office of the Attorney General
2. **Records Officer:** Lisa Mendoza **Phone:** 785-368-8402
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 28 June 2013
5. **a) Total records – No. of Series:** 8
b) New series – No. of Series: 3
c) Revised existing series – No. of Series: 2
d) Obsolete schedules – No. of Series: 0
e) Series superseded by other schedules – No. of Series: 2
f) Series superseded by general schedules – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 3
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 1
8. **Appraisal Based Upon:**
Discussions with records officer.
9. **Appraisal Narrative:**

The Attorney General's records officer is cleaning up her agency's retention schedule as she has time. Many schedule entries at one time were given a permanent electronic disposition, and the agency needs to deal with its records still in paper form. Some records also do not need to be retained permanently, and some records have not been previously scheduled.

Retention/Disposition Schedule Entries

082-003

Office of the Attorney General Civil Division

Bankruptcy Notices, Filings and Orders (Series Unknown)

Records may include copies of bankruptcy notices, petitions, schedules, motions, orders, and other related bankruptcy filings served by mail, facsimile, or email on the State of Kansas, its agencies or the Attorney General.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: See comments

Restrictions: KSA 45-221(a)(1), (3), (14), (30), KSA 75-3520

Comments: Records are assessed to determine if the State has an interest in the bankruptcy proceedings. Retain notices/filings/orders where there is no known state interest until the bankruptcy case is closed, then destroy when no longer useful. Original bankruptcy notices/filings/orders that have or may have an identified state interest involving another state agency are forwarded to the relevant state agency for handling and are maintained under that agency's retention and disposition schedule or the relevant general retention and disposition schedule entry. Correspondence concerning the forwarded records is Routine Correspondence, 0044-082, and follows that retention and disposition. Notices/filings/orders involving an identified state interest may also be accepted for representation by the Attorney General's office; these records become Case Files, 0172-082, and follow that schedule entry.

Schedule Authority: Agency schedule

Last Surveyed 27 June 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 07/08/2013: new entry.

082-007

Office of the Attorney General Consumer Protection Division

Class Action Fairness Act (CAFA) Log (Series Unknown)

Form or database used to track receipt and handling of notices and other records received by the Attorney General pursuant to the Class Action Fairness Act of 2005, 28 U.S.C. Sec. 1332(d), 1453, and 1711-1715. Information includes the case name, case number, court where the action is filed, nature or subject matter of the litigation, identity of settling defendants, etc.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency schedule

Last Surveyed 03 July 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 07/09/2013: new entry.

Class Action Fairness Act (CAFA) Notices, Filings and Orders (Series Unknown)

Records may include copies of class action notices, petitions, motions, orders, and other related records that are served by mail, facsimile, or email on the State of Kansas, its agencies, or the Attorney General pursuant to the requirements of the Class Action Fairness Act of 2005, 28 U.S.C. Sec. 1332(d), 1453, and 1711-1715.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: See comments

Restrictions: KSA 45-221(a)(1)(2)(11)(14)(20)(30)

Comments: Records are assessed to determine if the State has an interest in the class action proceedings. Retain notices/filings/orders where there is no known state interest for 2 years, then destroy. Original CAFA notices/filings/orders that have or may have an identified state interest involving another state agency are forwarded to the relevant state agency for handling and are maintained under that agency's retention and disposition schedule or the relevant general retention and disposition schedule entry. Correspondence concerning the forwarded records is Routine Correspondence, 0044-082, and follows that retention and disposition. Notices/filings/orders involving an identified state interest may also be accepted for representation or action by the Attorney General's office; these records become Case Files, 0172-082, and follow that schedule entry.

Schedule Authority: Agency schedule

Last Surveyed 03 July 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 07/08/2013: new entry.

Retention/Disposition Schedule Entries

082-010

Office of the Attorney General

Legal Opinions & General Counsel (LOGIC) Division

General Legal Services - State Agencies, Boards, and Commissions (Series 0050-082)

Records regarding legal assistance given by LOGIC attorneys to specific state agencies, boards, and commissions: correspondence, reports, notes, publications, etc. May include records concerning legal advice given to a specific agency, board or commission regarding quasi-judicial proceedings in licensure, certification, registration, disciplinary or other similar matters.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: Retain for 2 years after matter is closed, then destroy.

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(2)(4)(5)(11)(14)(20)(25)(30)

Schedule Authority: Agency Schedule

KAR Number 53-2-157

Last Surveyed 15 September 2008

Record Copy: Paper

Remarks: 09/15/2008: Revised entry. Modified title and unit affiliation. Added restrictions. Changed retention/disposition.

07/08/2013: revised description and retention period.

Interlocal Cooperation Agreements (Series 0059-082)

Documents related to the review of formal agreements between public and private agencies pursuant to KSA 12-2901 et seq. Includes interlocal agreement and related correspondence.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(14)(20)

Comments: This records series is duplicated in the Office of the Secretary of State; see "Interlocal Agreements" (0130-622). Record copy may be paper or electronic. Retain for 2 calendar years then destroy or delete.

Schedule Authority: Agency Schedule

KAR Number 53-2-162

Last Surveyed 25 January 2010

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/25/10: Revised to cover change in format; covered by Electronic Recordkeeping Plan.

07/08/2013: revised description; revised disposition from Permanent to Destroy; revised retention comments.

Opinion files (Series 0188-082)

Copies of formal and informal legal opinions, and their working files, issued pursuant to KSA 75-704 on questions of law submitted to the Attorney General by the legislature, the governor, secretary of state, state treasurer, state board of education, or commissioner of insurance. Formal opinions are signed by the Attorney General. Series includes copies of formal opinions requested by government officials (other than those officials listed above); it also includes informal opinions requested by government officials (other than those officials named above) that do not address matters of statewide significance. Informal opinions may be signed by the attorney general, an assistant attorney general, or a deputy attorney general. Individual opinion files may include the opinion as issued, request for opinion and supporting documents, legal and other relevant research, emails, faxes and other correspondence related to the opinion, requested input from interested parties/entities, and other records related to the drafting and issuance of opinions. Also includes preliminary drafts of opinions, and attorney client communication concerning draft opinions.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 45-221(a)(1)(14)(20), 60-426, and Supreme Court Rule 226, Section 1.6

Comments: Retain paper copies in office for five years, then transfer to Archives. Before transferring to Archives, purge all drafts and attorney notes; also purge research materials that contain attorney notes or commentary. Formal opinions are filed pursuant to KSA 75-704a, and a copy is filed in the state library, supreme court law library, as well as the law libraries of the university of Kansas school of law and Washburn university school of law. An electronic copy is also publicly available on the Washburn university school of law website.

Schedule Authority: Agency Schedule

KAR Number 53-2-162

Last Surveyed 25 January 2010

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/25/10: Revised to cover change in format, subject to Electronic Recordkeeping Plan; revised disposition from "Archives" to "Permanent."

07/08/2013: revised description to include working files as well as formal and informal opinions; revised disposition from permanent to archives; revised retention comments; added restrictions.

SUPERSEDED INTO
AGENCY-SPECIFIC
SCHEDULE ENTRIES

Retention/Disposition Schedule Entries

082-010

Office of the Attorney General

Legal Opinions & General Counsel (LOGIC) Division

Informal Opinions (Series 0189-082)

Informal opinions are opinions requested by governmental officials (other than the Governor, members of the State Legislature, the Board of Education, the Secretary of State, State Treasurer, and Insurance Commissioner) that do NOT address matters of statewide significance. Informal opinions may be signed by the attorney general, an assistant attorney general, or a deputy attorney general.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Permanent

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-166

Last Surveyed 21 January 2011

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 1/25/10: Revised to include change in format, subject to Electronic Recordkeeping Plan; revised retention from "Archives" to "Permanent."

1/21/2011: Revised Description to remove "Unlike Formal Opinions" & "contain a "regarding" indicator on the first page and" from the sentence beginning with "Informal opinions...".

07/08/2013: supersede this entry into revised 0188-082, Opinion files.

Opinion Files (Series 0021-082)

Records related to the research, drafting, and issuance of formal and informal opinions by the division. Formal opinions are signed by the Attorney General and issued pursuant to KSA 75-704a. Informal opinions may be signed by the attorney general, an assistant or deputy attorney general. Includes correspondence, emails, faxes, research, and any other relevant materials.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Permanent

Restrictions: KSA 45-221(a)(14)(20)

Comments: Paper documents are scanned into system and paper is retained until quality assurance is performed, then destroyed. Digital images in system are retained permanently.

Schedule Authority: Agency Schedule

KAR Number 53-2-166

Last Surveyed 21 January 2011

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Expanded description and retention, changed unit affiliation, and

added restrictions. Supersedes Opinion Indices (0022-082), Opinion Request Correspondence (0023-082), Opinion Request Log (0024-082), and Opinion Research Files (0066-082).

1/25/10: Revised to cover change in format, subject to Electronic Recordkeeping Plan; retention changed from 10 calendar years, then to Archives.

1/21/2011: Revised Description to change "are" in the sentence beginning "Informal opinions..." to "may be", and to remove " and contain a "re" indicator on the first page of of the opinion" from the same sentence. Also removed "Also includes opinion request log and index cards identifying attorney, statute, requestor, opinion number, and request number."

07/08/2013: supersede this entry into revised 0188-082, Opinion files.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 18, 2013**

1. **Agency:** Kansas Historical Society
2. **Records Officer:** Darrell Garwood **Phone:** 785-272-8681 ext. 288
3. **Appraising Archivist:** Lu Harris / Marcella Wiget
4. **Date of Appraisal:** 23 May 2013
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 schedules – No. of Series: 0
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 1
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 1
8. **Appraisal Based Upon:** Discussions with program staff.
9. **Appraisal Narrative:**

Cultural Resources needs to revise their schedule to reflect current record keeping practices. They can no longer maintain the Heritage Trust Fund Grant Files in the National and State Registers of Historic Places Files due to space constraints. The grant files from this point will be transferred directly to the State Archives. Paper remains the record copy.

Retention/Disposition Schedule Entries

288-005

**Kansas State Historical Society
Cultural Resources Division
Historic Preservation Office**

Grant Files - Heritage Trust Fund (Series 0340-288)

Variety of documents relating to applications received for heritage trust fund grants and to the implementation of those grants awarded.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain 5 fiscal years after the end of the grant period, transfer original application, contracts, agreements, and annual and final performance reports to the archives. Older records are kept with the National and State Register of Historic Places Files and retained accordingly.

Schedule Authority: Agency Schedule

KAR Number 53-2-171

Last Surveyed 03 June 2013

Record Copy: Paper

Remarks: 01/07/2004: Comments amended

02/03/2012: Noted that record copy is paper; electronic copies are retained for convenience.

06/03/2013: Revised retention and disposition comments.

**KANSAS STATE RECORDS BOARD
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1. **Agency:** Local records – Noxious Weeds Office
2. **Records Officer:** n/a **Phone:** n/a
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 22 May 2013
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 schedules – No. of Series: 0
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussions with multiple county noxious weeds directors and county records managers.
9. **Appraisal Narrative:**

At the last State Records Board meeting, the board approved a new county annual reports series at the state level for the Dept. of Agriculture. Because reports from all counties will be going to the State Archives through the state agency, counties may now destroy their local copies (this series originally was to be retained permanently locally).

Retention/Disposition Schedule Entries

000-107

Local Government Records County Noxious Weed Director

Annual Report - County Weed Department (Series 0002-107)

Year end report required by the State Department of Agriculture. Includes budget information and summarizes weeds treated. Report is generated by the director and reviewed by the Board of County Commissioners.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Copies of all counties' annual reports transferred by Kansas Dept. of Agriculture to the State Archives.

Schedule Authority: Agency Schedule

KAR Number 53-2-120

Last Surveyed 22 May 2013

Record Copy: Paper

Remarks: 05/22/2013: changed retention length and disposition from Archives to Destroy; noted in comments that State Archives receives copies from Agriculture of all counties' reports.

Housekeeping Changes Since 11 April 2013 12 July 2013

Housekeeping Edit

039-008

Department for Aging and Disability Services
State Hospitals and Institutions

AWOL/Missing Persons Reports (Series 0583-629)

Description: Copies of forms completed by Security Department officers indicating that a patient's location is unknown and used to notify the proper authorities and personnel to begin search procedures.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Accountable Medication Records (Series 0309-629)

Description: Documents used to maintain inventories of controlled substances in the residential units - indicates all issuances, to whom issued, and running balances.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Accounts Receivable Ledgers - Patients (Series 0382-629)

Description: Documents related to the collection of payments due the facility for Medicare, Medicaid, and insurance billing purposes.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Accounts Receivable Records (Series 0360-629)

Description: Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Activity Descriptions (Series 0216-629)

Description: Descriptions made and reviewed by the staff of various recreational activities planned for the residents which are used to determine the feasibility of such activities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Activity Therapy Monthly Reports (Series 0359-629)

Description: Monthly reports monitoring patient participation in scheduled

activities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Activity Therapy Patient Program Files (Series 0358-629)

Description: Wide variety of documents relating to the activity therapy programs offered to patients to help with their progress.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Activity Therapy Quality Assurance Monitors Files (Series 0357-629)

Description: Semi-annual staff performance evaluations produced to ensure the quality and appropriateness of activity therapy programs and activities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Admission Application Files - Not Accepted (Series 0148-629)

Description: Documents regarding applications for admission to the Institute which were not approved: correspondence, reports, application forms, and supporting materials.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Admissions Log (Series 0356-629)

Description: Log compiled on all patients admitted to the state hospitals which is used for reimbursement purposes.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Agency Financial Reports (Series 0222-629)

Description: Daily, monthly, and annual computer printouts listing by object code all funds budgeted, expended, encumbered, and the balance.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Agency Monthly Reports (Series 0187-629)

Description: Monthly computer reports listing by object code all funds budgeted, expended, encumbered, and the balance.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Antibiotic Daily Reports (Series 0435-629)

Description: Reports of antibiotics issued on a daily basis to patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Audiometric Screening Test Results (Series 0444-629)

Description: Requisitions for hearing tests and test results for patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Augmentative Files (Series 0179-629)

Description: Documents concerning the use and operation of the augmentative equipment which provides alternative ways to communicate with residents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Bank Statements and Cancelled Checks (Series 0452-629)

Description: Banking documents related to a variety of fund accounts.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Banking Records (Series 0384-629)

Description: Bank statements, deposit books and slips, check registers, and canceled checks.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Biennial Reports (Series 0125-629)

Description: Biennial reports containing information relating to the activities of the state hospitals.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Boiler Operation Log (Series 0524-629)

Description: Record of essential data on power plant boiler operation: temperature, pressure, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Budget Preparation Files - Annual (Series 0523-629)

Description: Documents used in the preparation of annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Building Construction Files (Series 0521-629)

Description: Records related to building construction projects: correspondence, drawings, contracts, specifications, bid information and awards, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Building Security Violation Report (Series 0597-629)

Description: Form completed by Security Department officers during their assigned routine inspections to ensure that any lapses in security procedures are corrected.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Bylaws (Series 0405-629)

Description: Formal policy statements regarding the administrative and organizational structure of the hospital and the responsibilities of individuals and committees.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

CETA Files (Series 0166-629)

Description: Records concerning work performance and training of individuals employed under the CETA program: copies of certificates and diplomas, applications, transcripts, time sheets, agreements, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Canteen Fund Records (Series 0389-629)

Description: Documents concerning the financial accounting of the canteen fund: ledgers, receipts, bank statements, invoices, check ledgers.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Capital Improvement Projects Cost Statistics (Series 0518-629)

Description: Documents related to building construction costs: vouchers, ledger sheets, correspondence, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Card File of Patients (Series 0451-629)

Description: Documents relating to patients' medical history and current status.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Carpet Care Records (Series 0387-629)

Description: Documents recording the frequency of carpet care to ensure proper maintenance.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Case Files of Employees (Series 0397-629)

Description: Documents relating to investigations of employee conduct including: court orders, reports to courts, correspondence and personal notes of attorneys, investigative reports, and grievances.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Case Files of Patients (Series 0460-629)

Description: Documents relating to investigations of patient conduct including: court orders, reports to courts, correspondence and personal notes of attorneys, investigative reports, grievances.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Caseload Sampling (Series 0425-629)

Description: Samplings made of case loads to compare against certain standards and how the patient was being supported.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Cemetery Records - Patients and Stillborn Infants (Series 0465-629)

Description: Documents related to the graves in the hospital cemetery.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Census Reports (Series 0386-629)

Description: Electronic and manual census reports of patients compiled to monitor the patient population and used for billing purposes.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Center Forms List (Series 0241-629)

Description: List of all the forms created for the facilities which is used to keep track of any revisions, cancellations, or new forms.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Central Nursing Daily Reports (Series 0394-629)

Description: Daily reports of nursing concerns related to patient care or medical conditions including illnesses and behaviors that required special control.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Chaplainry Services Monthly Reports (Series 0374-629)

Description: Monthly reports relating to the various types of chaplainry services provided for the patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Chaplainry Services Quality Assurance Monitors Files (Series 0385-629)

Description: Documents used to monitor the quality and appropriateness of chaplainry services to ensure quality assurance standards are met.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Check Registers and Stubs (Series 0490-629)

Description: Records of bank transactions related to reimbursement operations.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Child/Adult Abuse Hotline Report (Series 0672-629)

Description: Copies of reports summarizing the content of calls received on the child and adult abuse and neglect hotline which are maintained to verify that proper action was taken in the event of a lawsuit.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Children Hospitalization Report (Series 0682-629)

Description: Documents relating to the hospitalization of children who are ready for placement in the community.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Client Abuse Records (Series 0516-629)

Description: Records related to allegations, charges, and investigations of abuse of clients by staff members: correspondence, reports, photographs, legal documents, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Client Account Ledger Cards (Series 0482-629)

Description: Record of expenditures for individual client's care and board, of reimbursement received thereof, and subsequent credit/debit balances.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Client Accounts Worksheets (Series 0471-629)

Description: Ledger style spread sheets used in accounting for client costs & reimbursements thereof.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Client Admission and Discharge Register (Series 0161-629)

Description: Log of all patients admitted and discharged - includes date of admission, patient number, county of admission, number of admissions and re-admissions for each client, and client's date of birth.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Client Benefit Fund Database System (Series 0313-629)

Description: Inter-related computer databases used to manage Client Benefit Fund.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Client Benefit Fund General Accounting Files (Series 0480-629)

Description: Documents related to the administration of and accounting for the Client Benefit Fund: receipt books, worksheets, memoranda of withdrawals, computer reports, check stubs and books, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Client Card File - Master (Series 0154-629)

Description: Abstracts of client records maintained on 5x7 cards: name, number, parents or guardians, vital statistics, admission and discharged information, personal information, diagnoses, records of leaves.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Client Census Reports (Series 0170-629)

Description: Daily and monthly summaries of client movement statistics (admissions, discharges, etc.) - includes short entries regarding individual clients moved.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Client Census Working Files (Series 0157-629)

Description: Records documenting the compilation of the Client Census Reports (q.v.): notes, completed forms, worksheets, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Client Files (Series 0497-629)

Description: Records of financial conditions of clients' guardians or parents maintained for purposes of assigning reimbursement charges for care and board of those patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Client Prescription Profiles (Series 0298-629)

Description: Records of prescriptions for individual clients - duplicate maintained in Client Files (q.v.) at medical records center.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Client Records (Series 0162-629)

Description: Records on all aspects of clients' diagnoses and treatment: medical, psychological, social, educational, speech and audiology, dental, unit filings, crisis files, etc. Includes outpatient & transfer.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Client Trust Fund Database System (Series 0289-629)

Description: Inter-related computer databases used to manage the Client Trust Fund and containing information regarding receipts, expenditures, balances, and individual patients' financial situations.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Client Trust Fund General Accounting Records (Series 0489-629)

Description: Records related to administration of and accounting for the Client Trust Fund: receipts, withdrawal slips, bank books and statements, etc.
Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Client Trust Fund Monthly Transaction Lists (Series 0478-629)
Description: Monthly computer report of all activities in the Client Trust Fund.
Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Client Trust Fund Receipts and Sales Slips (Series 0503-629)
Description: Records of purchases for and/or by clients using trust fund monies.
Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Client Trust Fund Vouchers (Series 0477-629)
Description: Internal form used to document purchases by resident using trust fund monies.
Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Clinical Director's Files (Series 0383-629)
Description: Documents relating to the administration and management of the clinical director's office.
Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Clinical Privileges (Series 0404-629)
Description: Documents relating to the granting of clinical privileges for persons in various departments.
Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Clinical Privileges Review Panel Files (Series 0393-629)
Description: Minutes and other documents relating to the review process for granting clinical privileges to staff in various departments.
Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Community Services Client Files (Series 0255-629)
Description: Documents maintained on clients outside the facility which contains behavioral consults, testing, and recommendations by the staff for them.
Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Community Services Files (Series 0268-629)
Description: Documents relating to community services projects completed by the staff including logs, hours, trips, evaluation reports, and test results.
Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Compliance Reports (Series 0275-629)

Description: Reports created to help plan, monitor and review the various programs within the facility to ensure compliance with federal and state regulations.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Consent Form Files (Series 0135-629)

Description: Consent forms signed by the individual resident's guardian for a variety of reasons including medication consents, photo releases, release of information forms, authorizations for off-campus.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Continuing Education Units (Series 0430-629)

Description: Documents relating to the accumulation of continuing education units granted to maintain licensure of the professional staff.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Controlled Drugs Records (Series 0434-629)

Description: Documents listing controlled drugs prescribed and dispensed by physicians and used as a tracking mechanism and required by the Drug Enforcement Act.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Correspondence (Series 0380-629)

Description: Incoming and outgoing letters and memoranda.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

County Masterfile Error Listing (Series 0428-629)

Description: Lists of case errors that workers made in entering amounts to be paid by clients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Courier Log (Series 0144-629)

Description: Log used to record all packages delivered to the switchboard by the courier companies.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Craft Ideas and Samples Files (Series 0379-629)

Description: Documents relating to the planning and implementation of patient recreational activities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Credential Files (Series 0378-629)

Description: Documents relating to the credentialing of the staff, including correspondence, evaluations, and credentials added during time of employment.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Daily Activity Journals - Pharmacy (Series 0307-629)

Description: Daily logs of prescription medication issued, to whom, by whom, and quantity issued.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Daily Activity Log (Series 0377-629)

Description: Daily log listing patient activities used for convenience of reference.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Daily Bulletins (Series 0458-629)

Description: Daily census reports indicating names, legal status, and county of origin, as well as daily patient movement within the grounds.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Daily Fund Balances (Series 0376-629)

Description: Final balances on all funds calculated on a daily basis to ensure accountability for all financial transactions.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Daily Movement Log (Series 0346-629)

Description: Daily log used to monitor the movement of the patient population.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Dedication of All Faith Chapel File (Series 0392-629)

Description: Documents relating to the dedication of the All Faith Chapel at Larned State Hospital.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Dental Clinic Patients' Charts (Series 0443-629)

Description: Documents relating to an individual patient's dental work.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Departmental Internal Cost Reports (Series 0248-629)

Description: Monthly expenditures of selected objects by the service department and unit compared to allocated amounts including internal reports by department and

object.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Diet Requests (Series 0141-629)

Description: Documents related to special dietary requirements for some residents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Dietary Staff Scheduling Database (Series 0301-629)

Description: Computer database used to generate work schedules and sign-out sheets for the Dietary Department staff on a monthly basis.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Direct Care Staff Scheduling Database (Series 0302-629)

Description: Computer database used to print monthly work schedules and sign-in sheets for the direct care staff.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Direct Service Reports (Series 0363-629)

Description: Reports detailing the number of staff hours provided in direct service to Community Mental Health Center patients which are used to justify staff allocation.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Discharge Log (Series 0334-629)

Description: Log used to monitor the discharge dates of patients released from the facility.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Dispatch Log (Series 0242-629)

Description: Log used to record all communications with security and any resulting action taken during all the shifts.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Drug Inspection Reports (Series 0316-629)

Description: Reports of inspection of institution units by pharmacist concerning conditions of drugs storage and other adherence to policies and procedures.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Drug Waste and Returns Records (Series 0305-629)

Description: Records of drugs issued but not used and their dispositions (destroyed or re-issued) thereafter.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Dysphagia Consults (Series 0249-629)

Description: Documents related to video swallow consultations for residents who have difficulty in swallowing to the Nutritional Guidance Committee.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Electrocardiogram Test Results (Series 0450-629)

Description: Results of electrocardiogram tests of each patient to check for heart abnormalities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Electroencephalogram Card File (Series 0441-629)

Description: Cards pertaining to patient data regarding electroencephalogram tests for handy access.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Electroencephalogram Test Results (Series 0420-629)

Description: Requisitions and printouts of results for electroencephalogram tests given to patients. Tracings are interpreted by the neurologist and information about abnormalities placed in the medical record.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Electroencephalogram and Electrocardiogram Technicians' Continuing Education File (Series 0439-629)

Description: Documents pertaining to the educational programs attended by the technicians as required.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Electronic Data System Federal Corporation Adjustment Records (Series 0499-629)

Description: Copies of forms used to make adjustments in patients' reimbursement account records at the EDS Federal Corporation.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Emergency Light Inspections Reports (Series 0333-629)

Description: Monthly and annual emergency light inspection reports made to ensure proper maintenance and functioning at all times.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Emergency Paging and Announcement Logs (Series 0280-629)

Description: Logs used to record all calls made over the public address system.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Employee Files - Special (Series 0538-629)

Description: Records related to specific employees regarding either their professional credentials or concerning non-routine events such as grievances, disciplinary actions, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Employee Health Cards (Series 0312-629)

Description: Card files recording tuberculosis tests, tetanus shots, pinworm medication, hepatitis tests, and other medical tests and treatments administered to employees - a.k.a. "TB Cards."

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Employee Health Files (Series 0577-629)

Description: Correspondence, examination sheets, health histories, hepatitis test results, etc. related to individual employee's health as required by KAR 28-34-8.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Employee Health Records (Series 0277-629)

Description: Documents related to employees' health maintained pursuant to K.A.R. 28-34-8 including examination sheets, health histories, hepatitis test results, correspondence, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Employee Injury Reports (Series 0519-629)

Description: Completed forms detailing injuries suffered by employees while at work - includes staff physician's diagnosis.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Employee Personnel Cards (Series 0332-629)

Description: Information abstracted from Employee Personnel Files regarding individual employee's service.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Employee Personnel Files (Series 0545-629)

Description: Documents associated with employment of specific personnel: employee evaluation forms, applications for employments, INS Residence Status forms, and other personnel materials.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Employee Personnel Files - Office Copies (Series 0330-629)

Description: Copies of documents in agency's Employee Personnel Files associated with the employment of specific personnel (applications, evaluations, etc.) maintained for convenience of reference.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Employee Security Clearance Checks (Series 0470-629)

Description: Reports from the Kansas Bureau of Investigation, SRS Youth Services, SRS Adult Services, and court reports regarding individuals seeking employment at the hospital.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Employee Training Files (Series 0169-629)

Description: Records related to the training/career development of individual employees: correspondence, course plans, records requests, grades, transcripts, evaluations, copies of certificates and diplomas, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Employee Vehicle Registration (Series 0588-629)

Description: Form completed by staff to register their vehicle with the Security Department to ensure that no unauthorized vehicles remain on hospital grounds.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Encumbrance Authorization Records (Series 0541-629)

Description: Copies of DA forms 146 and supporting materials authorizing encumbrances of agency funds.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Equipment Operation Manuals (Series 0462-629)

Description: Documents used for the maintenance and repair of equipment.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Event Monitoring and Direct Service Form (Series 0317-629)

Description: Form listing the current patients with code numbers and descriptions used to report event monitoring and direct services provided by staff.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Evidence Custody Receipt (Series 0582-629)

Description: Copies of the Kansas Bureau of Investigation (KBI) form completed by Security Department officers requesting that the KBI examine evidence seized.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Exit Light Inspections Files (Series 0326-629)

Description: Documents relating to the inspections of all exit lights in every quarter to ensure proper maintenance and functioning at all times.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Expendable Inventory Reports (Series 0540-629)

Description: Inventory forms listing supplies consumed, unit costs, total costs, and summaries.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Fire Extinguisher Maintenance Checklist (Series 0335-629)

Description: Monthly checklist made on fire extinguishers to ensure proper maintenance and functioning at all times.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Fire and Safety Records (Series 0528-629)

Description: Records regarding maintenance and inspections of fire and safety equipment, training, and related issues.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Fire and Safety Reports (Series 0324-629)

Description: Weekly and monthly reports made on fire and safety related issues.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Foster Grandparent Financial Records (Series 0244-629)

Description: Documents related to the financial accounting of the Foster Grandparent Program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Foster Grandparents Meal Records (Series 0537-629)

Description: Forms documenting meals served to persons participating in the Foster Grandparents Program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Funds Review Committee Records (Series 0547-629)

Description: Records regarding activities of committee charged with the oversight of the Patient Benefit and Trust Funds: minutes and financial statements.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Goals and Objectives (Series 0403-629)

Description: Planning documents written each budget year based on the needs of the

hospital.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Guardian Change of Address Card File (Series 0155-629)

Description: Notification received from social workers or postal service pertaining to changes of address by guardians of clients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Guardian Information Files (Series 0147-629)

Description: Documents relating to the individual resident's guardian in the event the facilities need to contact him/her regarding the resident.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Hazardous Materials Management Plans (Series 0421-629)

Description: A wide variety of documents relating to the Hazardous Materials Management Plan required to meet accreditation.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Hazardous Waste Materials Data (Series 0464-629)

Description: Documents relating to the handling of various hazardous materials used.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Hepatitis B Files (Series 0111-629)

Description: Documents relating to vaccines given to staff to protect them from possible infection by resident Hepatitis B carriers.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Hospital Brochures (Series 0409-629)

Description: Brochures written and published to provide information for visitors, patients, families, hospital staff, and interested persons about programs/current treatment offered.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

In-Service Files (Series 0165-629)

Description: Records related to specific courses taught and the participation of individuals in them: student rosters, attendance records, syllabi, and other miscellaneous documents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Incident Reports (Series 0406-629)

Description: Reports regarding special incidents regarding patients or staff, including

conclusions, recommendations, and results of reviews.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Incident Reports (Series 0578-629)

Description: Reports describing any breach of security or other risks which pose a danger to clients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Incident and Elopement Reports (Series 0534-629)

Description: Narrative reports describing security related incidents and specifically unauthorized absences from institution grounds by residents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Infection Control Annual Reports (Series 0323-629)

Description: Annual reports made concerning the activities of the infection control laboratory.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Infectious Surveillance Records (Series 0121-629)

Description: Documents used to monitor residents' infectious diseases and antibiotic use to prevent further spread.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Insurance Notebooks (Series 0322-629)

Description: Insurance claim forms for patient hospitalization billing filed in notebooks for convenience of reference.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Intermediate Care Facilities Files (Series 0533-629)

Description: Records related to inspections and certifications required by the federal Health Care Financing Administration: reports, regulations, correspondence, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Intermediate Care Facilities for Mentally Retarded Surveys (Series 0120-629)

Description: Surveys made by the Department of Health and Environment to monitor programs and services which cite any deficiencies and the agency's plan of corrections to ensure compliance with federal standards.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Intermediate Care Facilities for the Mentally Retarded Financial Records (Series 0243-629)

Description: Financial and statistical records required by all Intermediate Care Facilities for the Mentally Retarded providers to ensure the accountability to the federal government including cost reports.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Inventory Database (Series 0314-629)

Description: Computer database used to manage capital property inventory.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Inventory Property Number Registers (Series 0531-629)

Description: Lists of agency non-expendable property on inventory: dates of acquisitions, types of property, descriptions, and property numbers assigned.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Inventory Records - Library Materials (Series 0320-629)

Description: Records related to inventory management of library materials.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Inventory Transaction Register (Series 0530-629)

Description: Hand completed forms listing all purchases of capital equipment - maintained in conjunction with copies of DAM013 reports.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Invoice Files (Series 0500-629)

Description: Accounts payable records consisting of invoices from vendors and contractors along with some supporting documents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 13 May 2013

Job Training and Partnership Act Employees Files (Series 0227-629)

Description: Documents associated with employment of specific personnel under the Job Training and Partnership Act: employment contract, time sheets, evaluations, and other personnel materials.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Key Deposit Receipt Books (Series 0325-629)

Description: Receipt books indicating which employee has paid a deposit on a facility key and when the key was returned.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Key Security Log (Series 0270-629)

Description: Log relating to the control and issuing of facility security key sets.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Laboratory Request Slips (Series 0253-629)

Description: Internal forms used to keep track of requests from physicians for various types of laboratory work to be completed on residents including type of work needed, resident's name, date of birth, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Laboratory Specimen Log (Series 0186-629)

Description: Specimen log used to record the completion of laboratory work for residents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Laundry Production Costs Records (Series 0327-629)

Description: Laundry production costs summary data compiled for budgetary purposes.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Leisure Activities Evaluation Forms (Series 0104-629)

Description: Forms used to evaluate the effectiveness of large group leisure activities for the residents at the facilities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 13 May 2013

Leisure Activities Evaluation Forms (Series 0104-629)

Description: Forms used to evaluate the effectiveness of large group leisure activities for the residents at the facilities.

Lists of Outstanding Obligations (Series 0488-629)

Description: DA forms 118 and associated materials used to document funds encumbered from previous fiscal year which are yet to be disbursed.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Maps of Utility Locations (Series 0463-629)

Description: Maps required for maintenance of water lines, sewer lines, telephone cables and other utilities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Meal Tickets (Series 0487-629)

Description: Tickets for meals sold to employees and other non-residents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Mealtime Management Files (Series 0251-629)

Description: Documents relating to the unit feeding committees to assess at-risk residents and their progress.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Medicaid and Medicare Logs (Series 0351-629)

Description: Logs used in conjunction with cost report data which monitor the charges and payments for billing each patient.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Medicaid/Medicare Cost Report Data (Series 0350-629)

Description: Statistical and financial data accumulated by the staff and used to prepare the annual Medicare/Medicaid Cost Reports.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Medical Claims (Series 0422-629)

Description: Claims filed by patient for payment of services by Medicaid.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Medical Record - Child or Adolescent (Series 0456-629)

Description: Documents of individual patient care including: medical, psychiatric, social, and legal information, as well as correspondence, progress notes, and response to treatment.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Medical Staff Bylaws (Series 0449-629)

Description: Original bylaws and updates which physicians must agree to abide by while practicing at the State Hospitals.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Medication Alert/El Dorado Medication Error Tool Form (Series 0696-629)

Description: Forms describing medication errors which occurred during the treatment of patients which are used as a monitoring tool to ensure that quality standards are met and maintained.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Medication and Supply Requisitions (Series 0142-629)

Description: Internal requisitions received from all areas to the central supply for medication and supplies including area requesting items, date, items requested, quantity, price, person requesting item, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Menu Files (Series 0348-629)

Description: Documents relating to the preparation of patient dietary needs.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Midnight Movement Reports (Series 0153-629)

Description: Reports from residence units regarding patient movements in and out of the units - information summarized in Client Census Reports (q.v.).

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Minutes - Treatment Teams (Series 0733-629)

Description: Minutes of unit treatment teams which meet to review individual patient activities and treatment.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Monitoring Information (Series 0408-629)

Description: Documents related to monitoring of patient care and staff clinical performance which includes: protocols, monitoring and quarterly reports related to quality assurance functions for accreditation.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Monthly Fire Prevention Reports (Series 0336-629)

Description: Reports made on a variety of fire related activities including building, fire and safety inspections, reported hazards, fire drills, reported fires, fire extinguisher inspections, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Monthly Inspection List (Series 0345-629)

Description: Check list assigning the security officers to the various types of inspections made at the facility for health and safety reasons.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Monthly Room Inspection Reports (Series 0354-629)

Description: Fire and safety inspection reports made of individual living quarters to ensure the welfare of the patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Music Therapy Activity Files (Series 0343-629)

Description: Documents relating to the planning and implementation of music therapy activities scheduled for the patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Music Therapy Professional Files (Series 0342-629)

Description: Documents relating to the function and operation of the music therapy program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Neighborhood Youth Corps Health Records (Series 0311-629)

Description: Minimal health examination records maintained on participants in the NYC (summer job) program: nursing assessments, TB test results, and injury reports.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Nursing Administration Records (Series 0107-629)

Description: Wide variety of documents used in the administration of the nursing services at the facilities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Nursing Staff Records (Series 0123-629)

Description: Daily staffing sheets used to schedule nurses in the wards to ensure adequate coverage.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Nutritional Interview (Series 0468-629)

Description: Data gathered and updated regarding patients' nutritional status, including anthropometric, possible food/drug interaction, obvious clinical signs of malnutrition, food habits, food allergies, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Object Code Ledger Books (Series 0484-629)

Description: Handwritten record of all agency expenditures arranged by object codes: object codes, dates, vendors, voucher numbers, estimated costs, dates paid, and fund balances.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Off Campus Appointment Records (Series 0252-629)

Description: Internal forms used to schedule all appointments made for the residents with consulting physicians not at the facilities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Office Machine Repair Files (Series 0341-629)

Description: Documents relating to the service work done on equipment to maintain a repair history and monitor contract maintenance agreements on typewriter and

copier machines.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

On-Duty Books (Series 0448-629)

Description: Documents relating to the events during the time a physician covers for off-duty medical staff, namely calls from courts or community officials, as well as problems encountered.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Organization Files (Series 0483-629)

Description: Miscellaneous records related to interaction with other organizations, including local, state, and federal agencies: correspondence, reports, notes, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Outing Log (Series 0339-629)

Description: Log used to monitor the location and number of trips which patients and accompanying staff take from the facility.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Outpatient Resident Index Cards (Series 0113-629)

Description: Background documentation filled out on index cards about residents for possible admission to the facility on an outpatient basis.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Pathology Laboratory Reports - Monthly (Series 0437-629)

Description: Lists of procedures done in the laboratory for patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Patient Account Management Records (Series 0225-629)

Description: Database records, reports, vouchers and other documents related to collection of payments from clients maintained in hard copy and electronic format.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Patient Attendance Records (Series 0337-629)

Description: Reports relating to patient attendance in activity therapy groups maintained to provide documentation for any possible investigations or audits.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Patient Billing Files (Series 0636-629)

Description: Patient billing files for hospitalization services including statements, claim forms, copy of insurance cards, insurance authorization, computer printouts,

financial packets, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Patient Card Files (Series 0453-629)

Description: Individual cards for each patient with information including dates, diagnosis, number of admissions of each patient.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Patient Charge Files (Series 0736-629)

Description: Documents used to prepare patient billing including doctor orders, patient billing statements, physicians charge sheets, census records and pharmacy charges.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Patient Contact Reports (Series 0738-629)

Description: Monthly statistical reports documenting the number of patient contact hours which are used to provide feedback to the treatment team as well as the summaries used for accreditation surveys.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Patient Death - Thanatology Reports (Series 0447-629)

Description: Reviews completed by ad hoc committees and submitted to the Clinical Director with recommendations regarding problems noted.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Patient Grievances (Series 0469-629)

Description: Grievance form letters written to the ombudsman by patients as part of a Patient Advocacy/Complaint Resolution service.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Patient Log (Series 0754-629)

Description: Log listing pertinent patient information which is used to generate assessments on a timely basis and to review the patient's current status.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Patient Nutritional Files (Series 0753-629)

Description: Documents relating to patient nutritional needs maintained to ensure that the proper dietary care is provided by the staff.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Payment Journal - Patient Reimbursement (Series 0476-629)

Description: Record of payments credited to patients reimbursement accounts: dates, patient identification, source code, amounts, description of payment, name of parent or guardian, trust fund.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Personnel Administration Files (Series 0474-629)

Description: Wide variety of documents used to administer personnel at agency: correspondence, reports, statistics, policies, procedures, studies, notes, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Personnel and Payroll Database System (Series 0315-629)

Description: Inter-related computer databases used to manage agency personnel and payroll.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Pharmacy - Daily/Monthly Prescription Records (Series 0459-629)

Description: Documents used to keep track of the number of prescriptions issued on a daily basis to patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Pharmacy Billing Journals (Series 0433-629)

Description: Records of charges to an individual patient and sent to reimbursement for collection purposes to the hospital.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Photocopier Log (Series 0740-629)

Description: Daily log kept to monitor the number of photocopies made on a monthly basis and to generate a summary report.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Physicians' Continuing Medical Education Files (Series 0446-629)

Description: Master list of on-grounds continuing medical education files, along with hours completed for each physician.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Prescription Journal for Patients (Series 0461-629)

Description: Journal of prescriptions issued to individual patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Prescriptions (Series 0303-629)

Description: Physicians' prescriptions for various medications to be issued to clients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Primary Client Service Files (Series 0413-629)

Description: Follow-up sheet made on patients to check the progress of patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Printing Requisitions (Series 0473-629)

Description: Copies of DA forms 104 used to order and pay for work by the State Printer, and supporting materials.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Private Review Organizations Files (Series 0650-629)

Description: Documents relating to private organizations and reviewed for payment approval to the hospital.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Property Disposition Records - Non-Expendable (Series 0511-629)

Description: Copies of DA forms 110 and supporting documents used to remove capital equipment from the agency inventory.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Property Relocation Requests (Series 0117-629)

Description: Documents used to keep track of property locations and any possible relocation within the facility.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Protection from Harm Files (Series 0110-629)

Description: Documents relating to investigations by the Risk Management Division of resident abuse cases which are used to take measures to protect the residents from any further harm.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Psychiatric Admission/Release Reports (Series 0724-629)

Description: Reports listing the number of admissions and discharges which are used to determine the necessary services in the community to provide placement for patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Psychological Test Kits (Series 0127-629)

Description: Standard psychological tests completed on residents to determine their intelligence level.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Psychology Department Clinical Monitoring Plans (Series 0737-629)

Description: Plans developed to monitor the quality and the appropriateness of the care and treatment of individuals who are provided psychological services.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Psychology Files (Series 0193-629)

Description: Documents relating to the profile and progress or regression in the individual resident's program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Purchase Requisition Control Log (Series 0506-629)

Description: Register of all purchase requisitions generated.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Purchasing Records - General (Series 0479-629)

Description: Wide variety of documents (largely copies) related to operation of purchasing unit: correspondence, reports, invoices, procedures, publications, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Quality Assurance Plans (Series 0396-629)

Description: A wide variety of documents relating to the Quality Assurance Program required to meet accreditation standards.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Quality Assurance/Risk Management Activities Files (Series 0731-629)

Description: Documents used to assess the quality assurance and risk management activities at the facility.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Quality Assurance/Risk Management Supplemental Files (Series 0730-629)

Description: Documents used to supplement the primary documentation, excluding that contained in the incident report files, of specific issues addressed by and activities of the Quality Assurance Committee.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Quality Control Files (Series 0424-629)

Description: Documents relating case analyses made on patients to check on the services provided.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Quality Improvement Plans (Series 0729-629)

Description: Documents used to monitor the quality assurance/continuous quality improvement plans and activities at the facility.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Quality Improvement Supplemental Files (Series 0728-629)

Description: Documents used to supplement the primary documentation of hospital-wide and departmental quality assurance/improvement plans and activities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Questionnaires/Survey Forms (Series 0412-629)

Description: Copies of forms completed by the hospital staff as responses to agencies or research programs which have requested data.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Reach Program Index Cards (Series 0128-629)

Description: Index cards relating to the screening of preschool children with learning disabilities to determine their level and needs for the Reach program which helps prepare them for school.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Receiving Reports (Series 0727-629)

Description: Reports made regarding the receipt of merchandise or services which are submitted to the accounting section for use in validating invoices.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Reconciliation of Change Fund (Petty Cash) Records (Series 0502-629)

Description: DA form 75 used to account for petty cash.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Recreation and Leisure Records (Series 0129-629)

Description: Documents related to the residents' related recreational and leisure activities including assessments data sheets, forms, meeting notes, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Reimbursement Statements (Series 0496-629)

Description: Copies of billings sent to guardians and/or parents of patients for care and board of those patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Release Form (Series 0726-629)

Description: Form listing the length of stay and subsequent release of patients from the facility.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Release of Information Log (Series 0725-629)

Description: Log listing the nature and purpose of information requested.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Remittance Advice Reports (Series 0501-629)

Description: Computer reports listing patients and their reimbursement status via MEDICAID for care given - received from the Electronic Data System Federal Corporation.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 13 May 2013

Reports - Miscellaneous (Series 0486-629)

Description: Collection of special reports on a variety of topics related to the agency mission.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Requisition Control Files (Series 0701-629)

Description: Documents relating to assigning control numbers to requisitions maintained for convenience of reference.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Research and Reference Files (Series 0164-629)

Description: Documents resulting from research projects and programs conducted: theses, dissertations, papers, publications, and other miscellaneous materials.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Reserve Day Book (Series 0669-629)

Description: Log used to monitor the number of patient therapeutic pass days billed to Medicare and Medicaid.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Residency Training Program Files (Series 0445-629)

Description: Documents pertaining to the once operative Psychiatric Residency Training Program, including curriculum and class schedules.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Resident Activity Attendance Records (Series 0126-629)

Description: Documents relating the attendance of residents participating in leisure activities at the facilities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Resident By Age Report (Series 0668-629)

Description: Computer printout and electronic data relating to bed usage at the facility according to the various age groups.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Resident Care/Behavior Sheets (Series 0105-629)

Description: Reports made by the direct care staff on the units to the nursing staff regarding resident care or behavior incidents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Resident Check Sheets (Series 0106-629)

Description: Bed check sheets filled out nightly to monitor the residents in the wards.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Resident I.D. Picture Cards (Series 0254-629)

Description: Photographs taken of residents to use on identification cards which are used by the physicians to help recognize them.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Resident Ledger Files (Series 0667-629)

Description: Computer printout of patient charges that have been deleted from the computer for various reasons.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Resident Master Balance Sheets (Series 0666-629)

Description: Ending monthly balances remaining in patient accounts and used for accounting purposes.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Resident Review Records (Series 0133-629)

Description: Documents relating to the review of the individual resident's current training level to assess the effectiveness of the program plan.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Residents Employment Files (Series 0495-629)

Description: Personnel records maintained on residents employed.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Residents by County Records (Series 0136-629)

Description: Index cards listing the number of residents admitted from a specific county which are used for reference purposes.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Residents' Training Materials (Series 0145-629)

Description: Daily routines and data used to help train residents for a variety of tasks including personal hygiene, speech, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Respite Files (Series 0257-629)

Description: Documents maintained for approved respite clients which provides short-term care at the facilities to give some relief for the caregiver of a mentally retarded person.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Risk Management Plans and Minutes (Series 0664-629)

Description: Documents relating to the activities of the Risk Management Committee.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Roof Moisture Testing Records (Series 0467-629)

Description: Data gathered in the testing for moisture on the various roofs.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Roster of Attendance at Workshops (Series 0429-629)

Description: Register of attendance for staff members requiring continuing education units for licensure and includes social workers, RNs, LMHTs, and LPNs.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

SWEP Files (Series 0163-629)

Description: Records regarding participation of individuals in the Summer Work Employment Program: applications, correspondence, physical examination results, performance ratings, and time sheets.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Safety Program Plans (Series 0402-629)

Description: A wide variety of documents relating to the Safety Program Plans required to meet accreditation.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Sanitation Checklists (Series 0158-629)

Description: Lists used to monitor monthly sanitation checks of all the units to ensure compliance with federal standards.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Security Daily Activity Log (Series 0660-629)

Description: Log maintained by the security officers on activities which occurred during each shift.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Security Daily Reports (Series 0662-629)

Description: Reports made by the security staff detailing daily activities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Security Log (Series 0493-629)

Description: Daily narrative record of all security related activities and events.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Security Patient Assistance Reports (Series 0697-629)

Description: Reports prepared by security officers describing the type of assistance security offered to patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Security Records (Series 0492-629)

Description: Copies of records maintained by Security Office (see Incident and Elopement Reports).

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Security Report Sheets - Daily (Series 0512-629)

Description: Logs of daily activities by individual security staff members.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Security Safe Log (Series 0693-629)

Description: Log maintained by the security officers of items going in and out of the security safe.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Security Schedules (Series 0691-629)

Description: Documents relating to the scheduling of inspections in every quarter to ensure proper maintenance and functioning of equipment at all times.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Service Rendered Report (Series 0585-629)

Description: Form completed by Security Department officers indicating the nature and type of assistance.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Sewing Room Requests (Series 0175-629)

Description: Memos relating to requests for clothing articles to be manufactured or altered by the sewing room staff including item requested, by whom, what area and amount, and a description of said item.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Social Service Case Activity Log (Series 0124-629)

Description: Log used by the social workers to keep track of individual resident's contacts and activities which is used for reference purposes.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Social Service Records (Series 0137-629)

Description: Documents relating to client care and training which are duplicates from other units for reference use by the staff.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Speech Therapy Files (Series 0131-629)

Description: Documents relating to an individual resident's program in speech therapy which are used to keep track of any progress or regression.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Staff In-Service Attendance Lists (Series 0146-629)

Description: Rosters of staff members listing the in-services they have attended which are used to monitor their certification requirements.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Staff In-Service Files (Series 0112-629)

Description: Short in-service training sessions taught by professional and non-professional support staff to other staff members which are required either for promotions or to fulfill position expectations.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

State Summaries of Medical Assistance (Series 0427-629)

Description: Program statistics of average payments made by clients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Statistical Reports (Series 0431-629)

Description: Statistics gathered on patients and used to make a variety of reports about patients and patient care.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Statistical Studies - Special (Series 0454-629)

Description: Studies completed either at the request of the Central Office or community SRS related groups, or in-house data needed to make future plans.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Stock Requisitions (Series 0414-629)

Description: Completed internal forms used by Purchasing Unit to record orders of expendable goods.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Stores Requisitions (Series 0296-629)

Description: Completed internal forms (IM-1105) used to requisition supplies by and for various organizational units in the agency.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Student Records (Series 0680-629)

Description: Documents relating to the rotation of students in training at the various state hospitals as a degree requirement.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Subject Files (Series 0418-629)

Description: Records related to general activities of the office: "Outstanding Projects, Vehicle Cost Reports, KRDC, Work Therapy Payroll, Development of Leisure Time and Activities, Records Dispositions," etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Subject Files - Administrative (Series 0679-629)

Description: Documents relating to the administrative and operational responsibilities of the agency.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Subject Files - Business Office (Series 0678-629)

Description: Wide variety of documents relating to the function and operation of the business office.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Subject Files - Chaplain (Series 0173-629)

Description: Variety of documents relating to the services of chaplain for the residents at the facilities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Subject Files - Clinical Services (Series 0676-629)

Description: Wide variety of documents relating to functioning of the office.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Subject Files - Community Services (Series 0256-629)

Description: Wide variety of documents relating to the administration of the community services program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Subject Files - General (Series 0168-629)

Description: Records related to the employee training and career development program: correspondence, reports, publications, personnel records, and other materials.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Subject Files - Music Therapy (Series 0138-629)

Description: Wide variety of documents relating to the administration of the music therapy program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Subject Files - Non-Routine (Series 0416-629)

Description: Wide variety of documents related to the physical plant activities of a non-routine nature.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Subject Files - Reimbursement (Series 0172-629)

Description: Wide variety of financial documents relating to the reimbursement unit.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Subject Files - Reimbursement Unit (Series 0294-629)

Description: Miscellaneous documents regarding operations of the Reimbursement Unit.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Subject Files - Routine (Series 0417-629)

Description: Records related to routine activities of the office: correspondence, receipts, bid sheets, reports, gasoline reports, copies of vouchers, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Subject Files - Security (Series 0670-629)

Description: Wide variety of documents relating to the activities of the security section.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Subject Files - Sewing Room (Series 0174-629)

Description: Variety of documents relating to the activities and administration of the sewing room.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Subject Files - Staff Training (Series 0101-629)

Description: Wide variety of documents relating to the administration of the staff training program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 13 May 2013

Summary of Expenditures by Object Code Reports (Series 0292-629)

Description: Monthly computer reports listing by object code all funds budgeted, expended, encumbered, and balances.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Sunday Worship Bulletins (Series 0675-629)

Description: Programs scheduled for Sunday worship services offered by the chaplainry services staff.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Supported Family Living Reimbursement Files (Series 0226-629)

Description: Documents relating to payments made to supported family living providers to reimburse families with mentally retarded children living in their home.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Survey Reports - Joint Commission on Accreditation of Hospital Organizations (Series 0401-629)

Description: Reports of surveys, including deficiencies, contingencies and resurvey information, related to the accreditation standards of the Joint Commission on Accreditation of Hospital Organizations.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Survey Reports - Medicaid (Periodic Medical Review) (Series 0399-629)

Description: Reports of Medicaid surveys, including deficiencies, contingencies, and plans for correction.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Survey Reports - Medicare (Series 0400-629)

Description: Reports of Medicare surveys, including deficiencies, contingencies, and plans for correction.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Survey Reports - Risk Management (Series 0398-629)

Description: Reports of site visits made by surveyors from the Department of Health and Environment used to substantiate compliance with laws and regulations.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Survey Results - College of American Pathologists (Series 0438-629)

Description: Surveys of results of hospital laboratory work on specimens in comparison to other labs and used for proficiency testing and required for accreditation.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 17 May 2013

Surveys and Questionnaires (Series 0139-629)

Description: Survey forms and general questionnaires sent to Intermediate Care Facilities for the Mentally Retarded by federal agencies to be filled out regarding various aspects of health care.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Test Protocols (Series 0410-629)

Description: Test protocols, notes, and copies of the psychological reports used for review and comparison purposes on patients.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Therapeutic Passes (Series 0677-629)

Description: Patient passes given to the reimbursement office to verify days spent away from the facility and used for reimbursement purposes.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Time Report Work Sheets (Series 0291-629)

Description: Completed forms used to input monthly time data into KIPPS computer system.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Time Schedules - Monthly (Series 0279-629)

Description: Record of time worked by employees - compiled from Daily Time Reports (q.v.).

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Toll Log (Series 0134-629)

Description: Log used to record long distance calls not on the KANS-A-N line made by staff.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Tool Control Files (Series 0118-629)

Description: Documents used to monitor the distribution of tools within the facilities.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Traffic Courtesy Reminder Log (Series 0683-629)

Description: Log maintained by the security officers of improper parking by visitors in the parking lots.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Training Sheets (Series 0188-629)

Description: Forms used to track and analyze the task performances of residents in training programs which are used to assess the effectiveness of the program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Tuition Assistance Records (Series 0191-629)

Description: Documents related to the administration of tuition assistance programs for employees including applications, information on tuition assistance programs elsewhere, and educational institutions.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Turn Around Documents (Series 0288-629)

Description: Copies of form DFA-386-A recording in detail services provided for individual patients and reimbursement claimed thereof under Title XIX Medicaid program - also forms 389-A and -B.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Utilization Review Forms (Series 0687-629)

Description: Forms completed demonstrating the medical necessity for an individual

patient's hospitalization and reviewed for Medicare/Medicaid reimbursement to the hospital.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Utilization Review Reports (Series 0355-629)

Description: Monthly report generated using the Utilization Review Forms and private review organizations and reviewed for Medicare/Medicaid funding purposes.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Utilization Sheets (Series 0297-629)

Description: Daily summary of housekeeping staff activities by building and task.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

VRU Billing Records (Series 0283-629)

Description: Documents related to purchases of goods and services by the Vocational Rehabilitation Unit.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Volunteer Applications (Series 0220-629)

Description: Applications submitted by individuals interested in volunteer work at state hospitals.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 13 May 2013

Volunteer Program Files (Series 0686-629)

Description: Documents relating to the function and activities of the volunteer program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Vouchers - Receipts (Series 0284-629)

Description: DA forms 100, 103, 120, and 123 used to make payments to individuals and organizations, periodic abstracts, and occasional copies of invoices and other supporting materials.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Ward Log Books (Series 0423-629)

Description: Working data (daily status of patients) & log of patient information used to meet deadlines & expedite patient paperwork including: admission, legal status, changes in venue, discharge & summaries.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 16 May 2013

Warning Form (Series 0587-629)

Description: Copies of form completed by Security Department officers and given to staff or visitors for parking or traffic infractions as a reminder to obey all traffic and parking regulations.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Wash and Finishing Records (Series 0115-629)

Description: Daily wash and finishing reports including wash room weights and finishing count.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 14 May 2013

Weekly Fire Alarm System Tests (Series 0690-629)

Description: Documents relating to weekly testing of the fire panel and manual stations conducted to ensure proper maintenance of the systems.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 20 May 2013

Weekly/Monthly Duplicating Tally (Series 0259-629)

Description: Tally of the usage and costs accrued on photoduplication machines on a weekly and monthly basis which is used for accounting purposes to the company.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Work Therapy Benefit Fund (Series 0247-629)

Description: Financial records related to the administration of the Work Therapy Benefit Fund which helps fund projects for residents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Workers Compensation Files (Series 0282-629)

Description: Records regarding employee accidents reported to the state workers compensation system: Report of Employee Injury, WC form 1101A, correspondence, vouchers, notes, medical reports, etc.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Workshop Earnings Listings (Series 0287-629)

Description: Records of pay earned by residents participating in workshop program as applied to re-imburement for care provide to them.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

State Facilities

Cemetery Records (Series 0103-629)

Description: Documents listing deceased residents buried at the facilities including name and grave number.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 13 May 2013

Residents by Age Records (Series 0102-629)

Description: Index cards listing the residents by age and their birthdate which are used for reference purposes.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 13 May 2013

State Hospitals

Patient Activity Fund Records (Series 0338-629)

Description: Documents concerning the financial accounting of the patient activity fund including bank statements, deposit books and slips, check registers, and canceled checks.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

039-009

Department for Aging and Disability Services

Multiple subunits/subunit not defined

Audit Reports/Responses & Financial Management Reviews/Responses (Series 0019-629)

Description: Responses and other information provided by the agency for audits conducted by the Legislative Division of Post-Audit and other state and/or federal auditing agencies. May include personal health information.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Bond Records (Series 0772-629)

Description: Supporting documentation relating to payments and reconciliation of bonds.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Employee Personnel Files - Office Copies (Series 0026-629)

Description: Copies of documents in agency's Employee Personnel Files associated with employment of specific personnel (applications, evaluations, etc.) maintained for convenience of reference.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Grants Awarded to DBHS (Series 0774-629)

Description: Applications and associated documents for federal, state, and private grants.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

ICF/MR, NF/MH, and PRTF Forms (Series 0775-629)

Description: Intermediate Care Facility for Persons with Mental Retardation (ICF/MR), Nursing Facility for Mental Health (NF/MH), and Psychiatric Review Technique (PRTF). Informational documents relating to cost reports, certifications, appeals and rate setting.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Managed Care Organization (MCO) Contracts (Series 0776-629)

Description: Contract agreements, performance and all other reports, correspondence relating to performance, contract scope or deliverables, service payments under such contracts, policy and procedures of MCO, financial and settlement reports.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Official Letters and Memoranda (Series 0769-629)

Description: Correspondence stating policy, rules and regulations, interpretive guidelines, and the like related to any Community Supports & Services program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Parent (Family) Fee Program Manuals and Printed Materials (Series 0778-629)

Description: Program manual, sliding fee scales, and other published program documents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Parent (Family) Fee Program Participants (Series 0777-629)

Description: Informational documents relating to eligible children, income for fee base, fee variances requests, and supporting documents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Plans of Care, Extraordinary Funding and Home Modifications (Series 0770-629)

Description: Documents related to MR/DD waiver, Money Follows the Person, Traumatic Brain Injury, and Technology Assisted, and other Community Supports & Services programs.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Program Grants (Series 0771-629)

Description: Records related to Traumatic Brain Injury Program, Money Follows the Person Program, the Systems Transformation Program, and any other Community Supports & Services program grants.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

039-010

Department for Aging and Disability Services
Addiction and Prevention Services

1915(b)(c) Waiver Approval and Renewals (Series 0761-629)

Description: Final Waiver documents and CMS approval documents related to substance abuse community based managed care programs.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

All AAPS grants and contracts (Series 0759-629)

Description: All grants and contracts specific to the Alcohol and Addiction Prevention Services (AAPS) program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

All Other Alcohol and Addiction Prevention Services (AAPS) Policies and Procedures (Series 0760-629)

Description: All final policy and procedure documents for AAPS programs.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

External Quality Review Organization Reports (Series 0762-629)

Description: All final reports related to the Prepaid Inpatient Health Plan (PIHP) program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Prepaid Inpatient Health Plan (PIHP) Contracts (Series 0765-629)

Description: All contracts and amendments related to the PIHP program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Prepaid Inpatient Health Plan (PIHP) Policy and Procedures (Series 0766-629)

Description: All final Policy and Procedure documents for the PIHP program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Project Applications (Series 0768-629)

Description: Provider applications to provide specialty services.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Substance Abuse/Prevention Services Block Grant Application (Series 0767-629)

Description: All annual Block Grant applications related to substance abuse/prevention services.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

039-011

Department for Aging and Disability Services
Mental Health Services

Constituent Complaint Files (Series 0779-629)

Description: All correspondence and memoranda, case logs, and intake logs relating to complaints submitted by constituents.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Customer Relations and Referral Services Program Files (Series 0780-629)

Description: Correspondence, area office plans, and other documents relating to the establishment and administration of the Customer Relations and Referral Services Program.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Facility Licenses (Series 0781-629)

Description: All licensing and supporting documentation for Community Mental Health Centers (CMHC), Residential Care Facilities (RCF), Psychiatric Residential Treatment Facilities (PRTF), and Private Psychiatric Hospitals (PPH).

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Grants and Contracts - Funded (Series 0782-629)

Description: Pertinent documents relating to applications for federal, state, and private grants and their subsequent implementation.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Medicaid Funded Programs (Series 0783-629)

Description: Official reports, determinations, contracts, and policies/procedures related to Medicaid funded mental health programs, including Community Based Managed Care Services, waiver exceptions for Serious Emotional Disturbances (SED), and Psychiatric Residential Treatment Facilities (PRTF).

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Nursing Facilities Mental Health Screens (Series 0785-629)

Description: When a Kansan seeks to access nursing facility services, the first step is to conduct a broad-based assessment or "screening" of the overall health and functioning levels to determine whether nursing facility-level of care is necessary. This initial screening process is conducted by or under the management of the Kansas Department on Aging. After that initial screening, if there is an indication that mental health services may also be needed, a second level evaluation or "screen" as to

mental health and functioning levels is conducted by a Community Mental Health Center (CMHC), and SRS - because SRS licenses CMHCs and management publicly funded mental health services - becomes programmatically responsible. Based upon the results of that screening, the person may be identified for placement in one of the Nursing Facility-Mental Health (NFMH) facilities in Kansas, also licensed by SRS. Both the initial screening for NFMH services and periodic (generally annual) re-screening for those services are presented to SRS staff for review and NFMH placement approval. SRS has only a copy of the screen for service approval/program management purposes.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

Subject Files (Series 0784-629)

Description: Correspondence, notes, reports, and other documents related to SRS programs, policies, and procedures.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 21 May 2013

039-012

Department for Aging and Disability Services Health Occupations Credentialing

Activity Director/Social Services Designee and Operator Course Curricula (Series 0199-264)

Description: Curricula, samples, program plans, etc. relating to proposed courses which must be approved by the Department of Health and Environment.

Change: Program transferred from KDHE to KDADS in FY2012.-- mwiget, 03 June 2013

Activity Director/Social Services Designee and Operator Courses Files (Series 0200-264)

Description: Application, correspondence, course materials, etc. relating to the approval process for Activity Director/Social Services Designee and Operator Courses.

Change: Program transferred from KDHE to KDADS in FY2012.-- mwiget, 03 June 2013

Address Change Notifications (Series 0791-264)

Description: Notices submitted to the agency indicating an address change for credentialed or regulated individuals or groups.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Administrator Program Statistics (Series 0201-264)

Description: Statistics about administrators' performance on the examination.

Change: Program transferred from KDHE to KDADS in FY2012.-- mwiget, 03 June 2013

Adult Care Home Administrator Examination Statistics (Series 0792-264)

Description: Statistics listing the cumulative performance for adult care home administrators on the national and state examinations.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Approved Instructors (Series 0202-264)

Description: Applications and supporting documentation relating to the approval process for instructors to teach the various training courses.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Certified Nurse Aide, Certified Medication Aide, Home Health Aide Course Approval (Series 0793-264)

Description: Applications and supporting documentation relating to the approval process for CAN, CMA, and HHA courses.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Certified Nurse Aide, Certified Medication Aide, Home Health Aide Course Rosters (Series 0794-264)

Description: Attendance rosters for courses approved by the Department of Health and Environment.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Complaint Files (Series 0795-264)

Description: Documents relating to investigations into complaints made against licensed professionals, certified occupations individuals, or facilities which did not result in further action.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Complaints and Legal Actions (Series 0204-264)

Description: Documents of complaints and legal actions taken against adult care home administrators including: correspondence, hearing records, legal orders,

affidavits, and documents.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Computerized Certificates, Nurse, Home Health, and Medication Aides (Series 0205-264)

Description: Copies of nurse's aide, home health aide, medication aide certificates issued by department used for reference.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Continuing Education - Subsequent Approval Forms (Series 0206-264)

Description: Completed forms requesting the approval of continuing education for adult care home administrators after their completion.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Continuing Education Program Files (Series 0796-264)

Description: Applications, correspondence, course descriptions, etc. relating to the approval of continuing education programs required for licensed professionals.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Continuing Education Programs (Series 0207-264)

Description: Records concerning the approval of continuing education courses for adult care home administrators including: applications, correspondence, course descriptions, etc.

Continuing Education Programs (Series 0207-264)

Description: Records concerning the approval of continuing education courses for adult care home administrators including: applications, correspondence, course descriptions, etc.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Continuing Education Subsequent Approval Forms (Series 0797-264)

Description: Applications, brochures, etc. relating to the approval of continuing education credits required to maintain a license to practice in the state of Kansas.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Correspondence - Activity Directors, Social Service Designee and Operators (Series 0798-264)

Description: Incoming and outgoing memos and letters that relate to routine matters regarding Activity Directors, Social Service Designees and Operators.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Criminal History Background Abstracts (Series 0800-264)

Description: Reports submitted by the KBI to the KDHE regarding criminal history problems of applicants to long term care nursing facility jobs to ensure that only qualified applicants are hired.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Criminal Record Check Request Forms (Series 0809-264)

Description: Completed forms submitted to the KBI for a criminal background check on applicants for employment at health facilities. Reports from background checks are part of series 0800-264, "Criminal History Background Abstracts".

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Current Certificate Receipts for Certified Nurse Aides (Series 0801-264)

Description: Receipt tabs removed from the certificates issued to certified nurse aides and maintained for convenience of reference.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Current Certificate Receipts for Nurses' Aides (Series 0212-264)

Description: Receipt tabs once issued to nurse's aides and used for reference.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Disapproved Instructors (Series 0213-264)

Description: Applications, resumes, correspondence, etc. relating to course instructors denied authorization to teach the various training courses.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Dropped or Failed Applicants Files (Series 0214-264)

Description: Applications for adult care home administrator license that have failed the examination or dropped applications including applications, correspondence,

transcripts, job records and qualifications.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Equivalency Statements for Certified Nurses' Aides (Series 0215-264)

Description: Documents relating to equivalency statements allowing the substitution of course work for the Certified Nurse Aide program.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Examination Results (Series 0216-264)

Description: Examination reports, results, and individual test scores of licensees.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Fraudulent Certificates or Licenses (Series 0217-264)

Description: Affidavits, correspondence, evidence, etc. relating to fraudulent certificates or licenses.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Health Occupation Credentialing Applications (Series 0219-264)

Description: Application and supporting documentation relating to individuals applying for certification as required by the Health Occupations Credentialing Act.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Health Occupations Credentialing Program Statistics (Series 0802-264)

Description: Numeric and graphic data summary reports detailing the operation of the licensing and certification programs.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Home Health Agency Files (Series 0220-264)

Description: Survey reports, correspondence, etc. relating to home health agency inspections conducted by the agency to ensure compliance with state and federal requirements.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Insufficient Funds Checks (Series 0221-264)

Description: Documentation of checks returned for insufficient funds including: canceled checks and correspondence.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

License Renewals (Series 0222-264)

Description: Documents of the renewal or nonrenewal of adult care home administrators including: lists of administrators and summary statements.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

License Stubs (Series 0223-264)

Description: Tear off stubs from adult care home administrator licenses used as a record of licenses issued.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Medication Aide Expired Certificates (Series 0225-264)

Description: Documents relating to medication aide certificates which have expired and not been renewed.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Medication Aide, Nurse Aide and Home Health Aide Program (Course) Approval (Series 0226-264)

Description: Applications and documentation regarding the approval of nurse's aide, medication and home health aide training, including applications, correspondence, curriculum descriptions and instructor, etc.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Name Change Notification Files (Series 0804-264)

Description: Correspondence, legal documents, etc. relating to name changes of credentialed or regulated individuals or groups.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Non-Kansas Certified Nurse Aide Courses (Series 0805-264)

Description: Correspondence, curriculum, etc. describing other states' Certified Nurse Aide programs and maintained for convenience of reference.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June

2013

Nurses' Aide Program History (Series 0228-264)

Description: General information pertaining to the development and revision of the nurse's aide, medication aide, and home health aide program, regulations and statutes.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Nurses' Aide, Home Health Aide and Medication Aide Database Printouts (Series 0229-264)

Description: Numerical and alphabetical listings on database used for reference.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Nurses' Aide, Medication Aide and Home Health Aide Course Rosters (Series 0230-264)

Description: Attendance rosters for approved courses, including attendance rosters to which the course approval is attached.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Nursing Home Files (Series 0231-264)

Description: Survey reports, correspondence, etc. relating to nursing home inspections conducted by the agency to ensure compliance with state and federal requirements.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Out of State Nurses' Aide Course Approvals (Series 0232-264)

Description: Course curriculum and correspondence relating to the approval of nurse's aide courses offered by other states.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Prior Approved Continuing Education Attendance Reports (Series 0233-264)

Description: Documents relating to the licensed professions and health occupations credentialing programs where courses are approved under authority of long-term sponsorship.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Program History Files (Series 0234-264)

Description: Documents relating to the development and revision of the certified nurse aide, certified medication aide, and home health aide programs.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Reading File (Series 0235-264)

Description: Documents produced by the department for reference purposes.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Requests for Applications (Series 0236-264)

Description: Requests for application materials, packets, or general information relating to the various licensing and certification programs.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Sponsors of Approved CAN, CMA, HHA, SSD, AD and Operator Courses (Series 0237-264)

Description: Correspondence, course plans, curriculum, instructors, etc. relating to the approval of the various certification courses.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Subject Files - Programs (Series 0241-264)

Description: General subject files used in the administration of adult care home administrators, nurse's and medication aide, dietitian's licensing, health occupation credentialing and other programs.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Subject Files - Secretary (Series 0242-264)

Description: Various subject files used in the performance of secretary's duties for the health occupations credentialing section, including supplies information and computer database operation information.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Unpaid and Returned Certificates (Series 0244-264)

Description: Certified nurse aide, certified medication aide, and home health aide certificates issued but not paid for and not made or mailed and returned as

undeliverable.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

Used Examination Answer Sheets (Series 0245-264)

Description: Answer sheets completed for the various examinations.

Change: Program transferred from KDHE to KDADS in FY2013.-- mwiget, 03 June 2013

094-001

Office of the State Bank Commissioner

Administrative Files (Series 0001-454)

Description: Variety of documents relating to the administration of the agency.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Cancelled Certificates of Registrants (Series 0007-454)

Description: Copies of certificates printed by DISC of registrants who did not renew which are also found in the registrant files.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Cancelled Certificates of Registrants (Series 0007-454)

Description: Copies of certificates printed by DISC of registrants who did not renew which are also found in the registrant files.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Correspondence - Reader Files (Series 0012-454)

Description: Copies of correspondence maintained in chronological order to provide easy access.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Correspondence - Reader Files (Series 0012-454)

Description: Copies of correspondence maintained in chronological order to provide easy access.

Deposit Ledger Sheets (Series 0014-454)

Description: Ledger sheets listing deposits made by the agency.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Home Office Files (Series 0016-454)

Description: Documents relating to dealings with the home office of licensees and registrants when they are out of state and have branch locations in the state.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Indexes to Registrants (Series 0017-454)

Description: Indexes used to locate registrants in agency records.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Investment Certificate Companies Files (Series 0018-454)

Description: Documents relating to the application and licensing of finance companies which are given special authorization to issue investment certificates that are similar to certificates of deposits.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Investment Certificate Companies Files (Series 0018-454)

Description: Documents relating to the application and licensing of finance companies which are given special authorization to issue investment certificates that are similar to certificates of deposits.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Legal Case Files (Series 0019-454)

Description: Variety of documents relating to legal proceedings against licensees, registrants, or investment certificate companies.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Legislative Relations Files (Series 0020-454)

Description: Copies of bills and statutes, drafts of legislation, notes, correspondence, testimony, and other miscellaneous documents related to various legislative activities.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Licensees Files (Series 0021-454)

Description: Documents relating to the application and licensing of finance companies making supervised loans to consumers in order to ensure compliance with statutes, regulations, and standards.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Licensees Renewals and Cancellations Logs (Series 0022-454)

Description: Logs used to keep track of licensees as to when renewals are due or when cancellations occur.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Motor Pool Logs (Series 0023-454)

Description: Logs used to adjust financial account balances for motor pool usage.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Non-licensees Files (Series 0024-454)

Description: Documents used to keep track of new registrants as to when renewals are due or any cancellations.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Registrants Files (Series 0027-454)

Description: Documents relating to the application and licensing of retail firms which extend credit to consumers to ensure compliance with statutes, regulations, and standards.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Registrants and Licensees Databases (Series 0026-454)

Description: Computer databases of current registrants/licensees files.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Subject Files (Series 0029-454)

Description: Wide variety of documents relating to the interests and activities of the agency.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Telecommunications Logs (Series 0030-454)

Description: Registers recording incoming and outgoing telephone calls of the agency.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

Violations Log (Series 0031-454)

Description: Log listing the financial errors found by agency examiners in investigating registrants and licensees to ensure that refunds are made.

Change: CCC moved to Office of State Bank Commission (094-001).-- dgarwood, 11 July 2013

178-001

Office of Administrative Hearings

Administrative Hearing Case Files (Series 1024-173)

Description: Hearing requests, correspondence, exhibits, notes, copies of decisions and orders and other documents relating to administrative hearings. Hearings cover appeals of any state agency's action, including but not limited to food stamps, license revocation, etc. OAH staff attorneys oversee the hearings, and final decision may be appealed to District Court.

Change: Removed restrictions information from Remarks to Restrictions field.-- mwiget, 20 May 2013

670-002

Office of the State Treasurer Municipal Bond Services

Temporary Note Transcripts (Series 0013-670)

Description: Temporary notes submitted by bond councilors to the State Treasurer regarding bonds issued for a short time.

Change: of misspelling of a term in comments field.-- dgarwood, 11 July 2013

Obsolete

039-008

Department for Aging and Disability Services State Hospitals and Institutions

Administrative Segregation Reports (Series 0411-629)

Description: Reports no longer in use by the facility containing reasons for segregating patients and subsequent reviews of justification and decisions to release from segregation.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 16 May 2013

Autopsy Records (Series 0159-629)

Description: Records of autopsies performed on deceased clients.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 14 May 2013

Billing Accounts Receivable Reports (Series 0525-629)

Description: Experimental accounting report abandoned as uneconomical.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 20 May 2013

Canteen Accounting Records (Series 0509-629)

Description: Records concerning financial affairs of the canteen: ledgers, receipts, bank statements, invoices, check ledgers, etc.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 17 May 2013

Capital Outlay Records (Series 0527-629)

Description: Documents related to the purchase of capital equipment: ledgers, correspondence, copies of vouchers, etc.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 20 May 2013

Delivery Log (Series 0510-629)

Description: Record of the receipts of purchased goods delivered.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 17 May 2013

Departmental Cost Reports (Series 0293-629)

Description: Completed forms IM-A-1 detailing monthly expenditures of each unit by expense classifications.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is

already obsolete.-- mwiget, 15 May 2013

Departmental Cost Reports (Series 0293-629)

Description: Completed forms IM-A-1 detailing monthly expenditures of each unit by expense classifications.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

Evaluation and Treatment Records (Series 0579-629)

Description: Documents relating to the psychological, medical and educational screening evaluations conducted to determine the proper level of treatment or care for children in the custody of SRS.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 20 May 2013

Original Charge Sheets (Series 0340-629)

Description: Monthly log sheets used to calculate patient charges.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 15 May 2013

Outpatient Files (Series 0508-629)

Description: Records of financial situations of guardians or parents of outpatients and reimbursement charges to them for various services.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 17 May 2013

Resident Ledgers (Series 0274-629)

Description: Logs of residents admitted to the state hospitals for patient care.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 15 May 2013

Salary and Wages Authorizations and Expenditures Reports (Series 0494-629)

Description: Monthly computer printout listing all payroll authorized and paid for each organizational unit of agency.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 17 May 2013

Special Projects Accounting Records (Series 0372-629)

Description: Documents related to the financial administration of various special grant-funded projects, many associated with University of Kansas: routine correspondence, vouchers, telephone logs, invoices, etc.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is

already obsolete.-- mwiget, 16 May 2013

Sterilization Records (Series 0140-629)

Description: Documents relating to residents who underwent sterilization procedures performed at the facility.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 14 May 2013

Stock Inventory Records - Expendable (Series 0529-629)

Description: Records of receipts of expendable stock items.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 20 May 2013

Supplemental Information for Registers (Series 0273-629)

Description: Supplemental information which should have been included in the residents' registers.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 15 May 2013

Work Order Logs (Series 0281-629)

Description: Handwritten register of work orders for maintenance tasks.

Change: Series indicates it's already obsolete.-- mwiget, 07 June 2013

Work Order Logs (Series 0281-629)

Description: Handwritten register of work orders for maintenance tasks.

Change: Program transferred from SRS to KDADS in FY2013.-- mwiget, 15 May 2013

State Facilities

Inventory Property Cards (Series 0498-629)

Description: Card file with record for each capital equipment inventory item.

Change: Program transferred from SRS to KDADS in FY2013; series indicates it is already obsolete.-- mwiget, 17 May 2013

561-001

Kansas Board of Regents

GED

GED Forms (Series 0056-561)

Description: Form submitted to the Board of Regents regarding individuals who took

the GED test, who passed, when the test was taken, and the grade.
Change: Regents no longer receives these forms, only payment for individuals who take the test.-- mwiget, 23 May 2013

622-003
Secretary of State
Elections and Legislative Matters

Political Committee Reports (Series 0036-622)
Description: Reports filed with the Secretary of State regarding federal and state political committees' campaign contributions as required by KSA 25-4142 et seq.
Change: See version approved in 2006 for latest version of this retention schedule.-- mwiget, 21 May 2013

Superseded series

454-001
Consumer Credit Commissioner
Merged with Office of the State Bank Commissioner

Annual and Special Reports (Series 0002-454)
Description: General and specific reports on agency activities.
Change: reflects general schedule 0005-000.-- dgarwood, 11 July 2013

Budget Preparation Files - Annual (Series 0005-454)
Description: Documents used in the preparation of annual agency budgets: correspondence, draft budget requests, computer reports, notes and other miscellaneous materials.
Change: reflects general schedule 0016-000.-- dgarwood, 11 July 2013

Budget Requests and Appeals - Annual (Series 0006-454)
Description: Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 thru 518 and associated supporting documents.
Change: reflects general schedule 0017-000.-- dgarwood, 11 July 2013

Employee Personnel Files (Series 0015-454)

Description: Documents associated with employment of specific personnel: employee evaluation forms, applications for employment, INS Residence Status forms, and other personnel materials.

Change: reflects general schedule 0036-000.-- dgarwood, 11 July 2013

Schedules - Office Activities (Series 0028-454)

Description: Internal forms, appointment books, paper and electronic calendars used to schedule employees, office activities, vehicles, meeting rooms, etc.

Change: reflects general schedule 0099-000.-- dgarwood, 11 July 2013

629-003

Department for Children and Families

Human Resources

Accounts Payable Records (Series 0051-629)

Description: Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.

Change: Series superseded by 0001-000-- lharris, 18 June 2013

Accounts Receivable Records (Series 0052-629)

Description: Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.

Change: Series superseded by 0002-000-- lharris, 18 June 2013

Audit Reports (Series 0055-629)

Description: Results of audits conducted by the Legislative Division of Post-Audit and other state and/or federal auditing agencies.

Change: Series superseded by 0009-000-- lharris, 20 June 2013

Audit Reports (Series 0055-629)

Description: Results of audits conducted by the Legislative Division of Post-Audit and other state and/or federal auditing agencies.

Change: Series superseded by 0009-000-- lharris, 18 June 2013

Banking Records (Series 0056-629)

Description: Bank statements, deposit books and slips, check registers, and canceled checks.

Change: Series superseded by 0012-000-- lharris, 18 June 2013

Banking Records (Series 0056-629)

Description: Bank statements, deposit books and slips, check registers, and canceled

checks.

Change: Series superseded by 0012-000-- lharris, 20 June 2013

Batch Transmittal Forms (Series 0057-629)

Description: Completed forms used to transmit documents for mass computer input - includes both DA forms 199 and/or equivalent internal documents.

Change: Series superseded by 0013-000-- lharris, 18 June 2013

Batch Transmittal Forms (Series 0057-629)

Description: Completed forms used to transmit documents for mass computer input - includes both DA forms 199 and/or equivalent internal documents.

Change: Series superseded by 0013-000-- lharris, 20 June 2013

Budget Preparation Files - Annual (Series 0059-629)

Description: Documents used in the preparation of the annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Change: Series superseded by 0016-000-- lharris, 20 June 2013

Budget Preparation Files - Annual (Series 0059-629)

Description: Documents used in the preparation of the annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Change: Series superseded by 0016-000-- lharris, 18 June 2013

Budget Requests and Appeals - Annual (Series 0060-629)

Description: Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 thru 518 and associated supporting documents.

Change: Series superseded by 0017-000-- lharris, 18 June 2013

Budget Requests and Appeals - Annual (Series 0060-629)

Description: Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 thru 518 and associated supporting documents.

Change: Series superseded by 0017-000-- lharris, 20 June 2013

Committee Files (Series 0073-629)

Description: Records relating to the establishment, organization, membership, policies, activities, and accomplishments of internal, interagency, and advisory committees.

Change: Series superseded by 0022-000-- lharris, 20 June 2013

Committee Files (Series 0073-629)

Description: Records relating to the establishment, organization, membership, policies, activities, and accomplishments of internal, interagency, and advisory committees.

Change: Series superseded by 0022-000-- lharris, 18 June 2013

Contracts (Series 0079-629)

Description: Legal agreements with individuals and organizations. Includes all associated documents, e.g.. DA-146 series.

Change: Series superseded by 0026-000-- lharris, 18 June 2013

Contracts (Series 0079-629)

Description: Legal agreements with individuals and organizations. Includes all associated documents, e.g.. DA-146 series.

Change: Series superseded by 0026-000-- lharris, 20 June 2013

Correspondence - Policy Related (Series 0080-629)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Change: Series superseded by 0027-000-- lharris, 18 June 2013

Correspondence - Policy Related (Series 0080-629)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Change: Series superseded by 0027-000-- lharris, 20 June 2013

Correspondence - Routine (Series 0081-629)

Description: Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures: requests for information, letters of transmittal, etc.

Change: Series superseded by 0028-000-- lharris, 18 June 2013

Correspondence - Routine (Series 0081-629)

Description: Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures: requests for information, letters of transmittal, etc.

Change: Series superseded by 0028-000-- lharris, 20 June 2013

Employee Personnel Files (Series 0083-629)

Description: Documents associated with the employment of specific personnel: employee evaluation forms, applications for employment, and other personnel materials.

Change: Series superseded by 0036-000-- lharris, 20 June 2013

Employee Personnel Files (Series 0083-629)

Description: Documents associated with the employment of specific personnel: employee evaluation forms, applications for employment, and other personnel materials.

Change: Series superseded by 0036-000-- lharris, 18 June 2013

Employee Position Descriptions (Series 0085-629)

Description: Formal descriptions of duties and other characteristics of particular employment positions: DA forms 281-2 and supporting documents.

Change: Series superseded by 0038-000-- lharris, 20 June 2013

Employee Position Descriptions (Series 0085-629)

Description: Formal descriptions of duties and other characteristics of particular employment positions: DA forms 281-2 and supporting documents.

Change: Series superseded by 0038-000-- lharris, 18 June 2013

Employee Time Report Records (Series 0086-629)

Description: Records documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, absence reports, sign-in/out sheets, etc.

Change: Series superseded by 0039-000-- lharris, 20 June 2013

Employee Time Report Records (Series 0086-629)

Description: Records documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, absence reports, sign-in/out sheets, etc.

Change: Series superseded by 0039-000-- lharris, 18 June 2013

Employee Training Course Materials (Series 0087-629)

Description: Record copy of manuals, syllabi, textbooks and other training aids created for agency sponsored employee training programs.

Change: Series superseded by 0040-000-- lharris, 20 June 2013

Employee Training Course Materials (Series 0087-629)

Description: Record copy of manuals, syllabi, textbooks and other training aids created for agency sponsored employee training programs.

Change: Series superseded by 0040-000-- lharris, 18 June 2013

Employee Training Records (Series 0088-629)

Description: Correspondence, reports, and other records relating to the operation of agency sponsored training programs and to employee participation in training programs sponsored by external organizations.

Change: Series superseded by 0041-000-- lharris, 20 June 2013

Employee Training Records (Series 0088-629)

Description: Correspondence, reports, and other records relating to the operation of agency sponsored training programs and to employee participation in training programs sponsored by external organizations.

Change: Series superseded by 0041-000-- lharris, 18 June 2013

Employee Withholding Allowance Certificates (Series 0089-629)

Description: Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks.

Change: Series superseded by 0042-000-- lharris, 20 June 2013

Employee Withholding Allowance Certificates (Series 0089-629)

Description: Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks.

Change: Series superseded by 0042-000-- lharris, 18 June 2013

Employment Applications - Not Hired (Series 0090-629)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: Series superseded by 0043-000-- lharris, 18 June 2013

Employment Applications - Not Hired (Series 0090-629)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: Series superseded by 0043-000-- lharris, 20 June 2013

Equipment Operation Records (Series 0092-629)

Description: Documents related to the use of agency equipment (e.g.. Photocopy logs, check-out forms, use request forms, etc.) including photocopiers, typewriters, computers, calculators, adding machines, etc.

Change: Series superseded by 0048-000-- lharris, 18 June 2013

Equipment Operation Records (Series 0092-629)

Description: Documents related to the use of agency equipment (e.g.. Photocopy logs, check-out forms, use request forms, etc.) including photocopiers, typewriters, computers, calculators, adding machines, etc.

Change: Series superseded by 0048-000-- lharris, 20 June 2013

Grant Files - Funded (Series 0094-629)

Description: Variety of documents relating to applications for federal, state, and private grants and to the implementation of those received.

Change: Series superseded by 0049-000-- lharris, 18 June 2013

Grant Files - Funded (Series 0094-629)

Description: Variety of documents relating to applications for federal, state, and private grants and to the implementation of those received.

Change: Series superseded by 0049-000-- lharris, 20 June 2013

Imprest Fund (Series 0098-629)

Description: Documents related to the administration and accounting of the imprest fund which allows an agency to use a local bank account as authorized by statute: DA forms 152-Checkbook Record--Imprest Fund.

Change: Series superseded by 0053-000-- lharris, 18 June 2013

Imprest Fund (Series 0098-629)

Description: Documents related to the administration and accounting of the imprest fund which allows an agency to use a local bank account as authorized by statute: DA forms 152-Checkbook Record--Imprest Fund.

Change: Series superseded by 0053-000-- lharris, 20 June 2013

Inventory Records - Expendable Property (Series 0099-629)

Description: Records of receipts, disbursements, and balances of office supplies and other expendable inventory materials.

Change: Series superseded by 0060-000-- lharris, 20 June 2013

Inventory Records - Expendable Property (Series 0099-629)

Description: Records of receipts, disbursements, and balances of office supplies and other expendable inventory materials.

Change: Series superseded by 0060-000-- lharris, 18 June 2013

Inventory Records - Non-Expendable Property (Series 0100-629)

Description: Records related to capital equipment inventory management: DA forms

80 thru 83, computer reports from the Department of Administration, internal documents, correspondence, etc.

Change: Series superseded by 0061-000-- lharris, 18 June 2013

Inventory Records - Non-Expendable Property (Series 0100-629)

Description: Records related to capital equipment inventory management: DA forms 80 thru 83, computer reports from the Department of Administration, internal documents, correspondence, etc.

Change: Series superseded by 0061-000-- lharris, 20 June 2013

Leases - Real Property and Capital Equipment (Series 0563-629)

Description: Documents related to the leasing of real estate and equipment.

Change: Series superseded by 0066-000-- lharris, 19 June 2013

Leases - Real Property and Capital Equipment (Series 0563-629)

Description: Documents related to the leasing of real estate and equipment.

Change: Series superseded by 0066-000-- lharris, 20 June 2013

Minutes (Series 0562-629)

Description: Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.

Change: Series superseded by 0075-000-- lharris, 19 June 2013

Minutes (Series 0562-629)

Description: Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.

Change: Series superseded by 0075-000-- lharris, 20 June 2013

Organizational Charts (Series 0646-629)

Description: Records documenting the agency's current organizational structure.

Change: Series superseded by 0076-000-- lharris, 19 June 2013

Organizational Charts (Series 0646-629)

Description: Records documenting the agency's current organizational structure.

Change: Series superseded by 0076-000-- lharris, 20 June 2013

Payroll Adjustment Records (Series 0548-629)

Description: Copies of documents and supporting materials used to make adjustments in agency payroll accounts: forms AR-9, AR-10, DA-10, DA-10A, DA-21 series, DA-171 thru 177, DA-251 thru 262.

Change: Series superseded by 0077-000-- lharris, 20 June 2013

Payroll Adjustment Records (Series 0548-629)

Description: Copies of documents and supporting materials used to make adjustments in agency payroll accounts: forms AR-9, AR-10, DA-10, DA-10A, DA-21 series, DA-171 thru 177, DA-251 thru 262.

Change: Series superseded by 0077-000-- lharris, 19 June 2013

Payroll Deduction Authorization Records - General (Series 0572-629)

Description: Documents used to authorize various deductions from an employee's pay: insurance enrollments, GHI enrollments, KPERS enrollments, KPERS Annual Account Statements, dues deduction forms, etc.

Change: Series superseded by 0078-000-- lharris, 20 June 2013

Payroll Deduction Authorization Records - General (Series 0572-629)

Description: Documents used to authorize various deductions from an employee's pay: insurance enrollments, GHI enrollments, KPERS enrollments, KPERS Annual Account Statements, dues deduction forms, etc.

Change: Series superseded by 0078-000-- lharris, 19 June 2013

Payroll Direct Deposit Authorization Records (Series 0552-629)

Description: Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.

Change: Series superseded by 0079-000-- lharris, 20 June 2013

Payroll Direct Deposit Authorization Records (Series 0552-629)

Description: Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.

Change: Series superseded by 0079-000-- lharris, 19 June 2013

Payroll Warrant Registers (Series 0551-629)

Description: Monthly listing of warrant checks issued to state agency employees for payroll purposes.

Change: Series superseded by 0080-000-- lharris, 20 June 2013

Payroll Warrant Registers (Series 0551-629)

Description: Monthly listing of warrant checks issued to state agency employees for payroll purposes.

Change: Series superseded by 0080-000-- lharris, 19 June 2013

Petty Cash Records (Series 0553-629)

Description: Documents related to petty cash accounting: DA-71 thru 73.

Change: Series superseded by 0097-000-- lharris, 20 June 2013

Petty Cash Records (Series 0553-629)

Description: Documents related to petty cash accounting: DA-71 thru 73.

Change: Series superseded by 0081-000-- lharris, 19 June 2013

Postal Records (Series 0600-629)

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.

Change: Series superseded by 0085-000-- lharris, 19 June 2013

Postal Records (Series 0600-629)

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.

Change: Series superseded by 0085-000-- lharris, 20 June 2013

Publications (Series 0560-629)

Description: Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the agency.

Change: Series superseded by 0091-000-- lharris, 19 June 2013

Publications (Series 0560-629)

Description: Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the agency.

Change: Series superseded by 0091-000-- lharris, 20 June 2013

Purchasing Records (Series 0604-629)

Description: Documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.

Change: Series superseded by 0093-000-- lharris, 20 June 2013

Purchasing Records (Series 0604-629)

Description: Documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.

Change: Series superseded by 0093-000-- lharris, 19 June 2013

Receipts Records - Cash (Series 0606-629)

Description: Records of cash received by the agency: receipt slips, receipt books, receipt ledgers, etc.

Change: Series superseded by 0094-000-- lharris, 20 June 2013

Receipts Records - Cash (Series 0606-629)

Description: Records of cash received by the agency: receipt slips, receipt books, receipt ledgers, etc.

Change: Series superseded by 0094-000-- lharris, 19 June 2013

Recruitment Files (Series 0645-629)

Description: Variety of documents relating to the recruitment process for hiring employees to fill vacant positions.

Change: Series superseded by 0096-000-- lharris, 20 June 2013

Recruitment Files (Series 0645-629)

Description: Variety of documents relating to the recruitment process for hiring employees to fill vacant positions.

Change: Series superseded by 0096-000-- lharris, 19 June 2013

Reorganization Studies (Series 0745-629)

Description: Records documenting actual and proposed agency organizational structure.

Change: Series superseded by 0097-000.-- mwiget, 20 June 2013

Reorganization Studies (Series 0745-629)

Description: Records documenting actual and proposed agency organizational structure.

Change: Series superseded by 0097-000-- lharris, 19 June 2013

Request for Access to Records (Series 0608-629)

Description: Documents related to requests for access to state agency records and agency responses prepared pursuant to KSA 45-218.

Change: Series superseded by 0097-000-- lharris, 19 June 2013

Request for Access to Records (Series 0608-629)

Description: Documents related to requests for access to state agency records and agency responses prepared pursuant to KSA 45-218.

Change: Series superseded by 0097-000-- lharris, 20 June 2013

SHaRP Reports (Series 0644-629)

Description: Computer reports concerning agency payroll issued on a periodic basis from the Division of Accounts and Reports to agencies in the Statewide Human Resources and Payroll Project.

Change: Series superseded by 0102-000-- lharris, 20 June 2013

SHaRP Reports (Series 0644-629)

Description: Computer reports concerning agency payroll issued on a periodic basis from the Division of Accounts and Reports to agencies in the Statewide Human Resources and Payroll Project.

Change: Series superseded by 0102-000-- lharris, 19 June 2013

STARS Reports: Daily Financial (Series 0615-629)

Description: Computer reports regarding agency financial status issued on a daily basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Change: Series superseded by 0104-000-- lharris, 20 June 2013

STARS Reports: Daily Financial (Series 0615-629)

Description: Computer reports regarding agency financial status issued on a daily basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Change: Series superseded by 0104-000-- lharris, 19 June 2013

STARS Reports: Monthly Financial (Series 0614-629)

Description: Computer reports regarding agency financial status issued on a monthly basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Change: Series superseded by 0105-000-- lharris, 19 June 2013

STARS Reports: Monthly Financial (Series 0614-629)

Description: Computer reports regarding agency financial status issued on a monthly basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Change: Series superseded by 0105-000-- lharris, 20 June 2013

STARS Reports: Yearly Financial (Series 0613-629)

Description: Computer reports regarding agency financial status issued on a yearly basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Change: Series superseded by 0106-000-- lharris, 20 June 2013

STARS Reports: Yearly Financial (Series 0613-629)

Description: Computer reports regarding agency financial status issued on a yearly basis from the Division of Accounts and Reports to agencies in the Statewide

Accounting and Reporting Systems.

Change: Series superseded by 0106-000-- lharris, 19 June 2013

Statements of Lost Warrants (Series 0598-629)

Description: Copies of DA form 6 used to request re-issues of lost warrants.

Change: Series superseded by 0107-000-- lharris, 20 June 2013

Statements of Lost Warrants (Series 0598-629)

Description: Copies of DA form 6 used to request re-issues of lost warrants.

Change: Series superseded by 0107-000-- lharris, 19 June 2013

Technical Reference Files (Series 0643-629)

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.

Change: Series superseded by 0113-000-- lharris, 20 June 2013

Technical Reference Files (Series 0643-629)

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.

Change: Series superseded by 0113-000-- lharris, 19 June 2013

Telecommunications Logs (Series 0642-629)

Description: Registers recording incoming and outgoing telephone calls of the agency.

Change: Series superseded by 0114-000-- lharris, 20 June 2013

Telecommunications Logs (Series 0642-629)

Description: Registers recording incoming and outgoing telephone calls of the agency.

Change: Series superseded by 0114-000-- lharris, 19 June 2013

Telephone Billing Records (Series 0612-629)

Description: Copies of computer billings and supporting documents concerning the use of a telecommunications service provider.

Change: Series superseded by 0116-000-- lharris, 20 June 2013

Telephone Billing Records (Series 0612-629)

Description: Copies of computer billings and supporting documents concerning the use of a telecommunications service provider.

Change: Series superseded by 0116-000-- lharris, 19 June 2013

Travel Request and Authorization Records (Series 0595-629)

Description: Records related to employee travel: DA forms 25 (Request for Out of State Travel) and various internal documents.

Change: Series superseded by 0118-000-- lharris, 19 June 2013

Travel Request and Authorization Records (Series 0595-629)

Description: Records related to employee travel: DA forms 25 (Request for Out of State Travel) and various internal documents.

Change: Series superseded by 0118-000-- lharris, 20 June 2013

Vehicle Maintenance and Ownership Records (Series 0621-629)

Description: Documents related to the legal ownership and maintenance of agency vehicles: maintenance logs, legal titles, warranties, etc.

Change: Series superseded by 0119-000-- lharris, 20 June 2013

Vehicle Maintenance and Ownership Records (Series 0621-629)

Description: Documents related to the legal ownership and maintenance of agency vehicles: maintenance logs, legal titles, warranties, etc.

Change: Series superseded by 0119-000-- lharris, 19 June 2013

Vehicle Operation Records (Series 0620-629)

Description: Documents related to the use of state-owned motor vehicles: MP forms 1a, 2c, 3a, 3b, 10, 20, and internal agency forms.

Change: Series superseded by 0120-000-- lharris, 20 June 2013

Vehicle Operation Records (Series 0620-629)

Description: Documents related to the use of state-owned motor vehicles: MP forms 1a, 2c, 3a, 3b, 10, 20, and internal agency forms.

Change: Series superseded by 0120-000-- lharris, 19 June 2013

Vendor Files (Series 0619-629)

Description: Records concerning purchases from specific vendors: invoices, correspondence, vouchers, ledger books and cards, etc.

Change: Series superseded by 0121-000-- lharris, 19 June 2013

Vendor Files (Series 0619-629)

Description: Records concerning purchases from specific vendors: invoices, correspondence, vouchers, ledger books and cards, etc.

Change: Series superseded by 0121-000-- lharris, 20 June 2013

Vouchers - Purchase (Series 0618-629)

Description: Copies of documents used to order and pay for goods and services: DA forms 100 thru 109 and DA-120.

Change: Series superseded by 0125-000-- lharris, 20 June 2013

Vouchers - Purchase (Series 0618-629)

Description: Copies of documents used to order and pay for goods and services: DA forms 100 thru 109 and DA-120.

Change: Series superseded by 0125-000-- lharris, 19 June 2013

629-007

Department of Social and Rehabilitation Services State Hospitals and Facilities

Internal Memos - Routine (Series 0130-629)

Description: Memos distributed to staff members to keep them informed of events and changes at the facilities.

Change: Superseded by 0059-000 on general schedule.-- mwiget, 14 May 2013

Photographic and Video Materials (Series 0160-629)

Description: Photo-prints, negatives, slides, films, and videotapes.

Change: Superseded by 0083-000 on general schedule.-- mwiget, 14 May 2013

State Facilities

Accounts Payable Records (Series 0185-629)

Description: Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books, and cards, etc.

Change: Superseded by 0001-000 on general schedule.-- mwiget, 14 May 2013

Accounts Receivable Records (Series 0176-629)

Description: Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.

Change: Superseded by 0002-000 on general schedule.-- mwiget, 14 May 2013

Annual and Special Reports (Series 0184-629)

Description: General and specific reports on agency activities.

Change: Superseded by 0005-000 on general schedule.-- mwiget, 14 May 2013

Architectural Drawings, Plans, Maps, and Specifications (Series 0536-629)

Description: Records documenting physical plant of the agency.

Change: Superseded by 0007-000 on general schedule.-- mwiget, 20 May 2013

Audit Reports (Series 0246-629)

Description: Results of audits conducted by the Legislative Division of Post-Audit and other state and/or federal auditing agencies.

Change: Superseded by 0009-000 on general schedule.-- mwiget, 15 May 2013

Banking Records (Series 0491-629)

Description: Bank statements, deposit books and slips, check registers, and canceled checks.

Change: Superseded by 0012-000 on general schedule.-- mwiget, 17 May 2013

Batch Transmittal Forms (Series 0526-629)

Description: Completed forms used to transmit documents for mass computer input - includes both DA forms 199 and/or equivalent internal documents.

Change: Superseded by 0013-000 on general schedule.-- mwiget, 20 May 2013

Budget Requests and Appeals - Annual (Series 0522-629)

Description: Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 thru 518 and associated supporting documents.

Change: Superseded by 0017-000 on general schedule.-- mwiget, 20 May 2013

Capital Improvement Projects Files (Series 0505-629)

Description: Records related to real estate and construction projects: correspondence, architectural drawings, financial records, reports, photographs, etc.

Change: Superseded by 0020-000 on general schedule.-- mwiget, 17 May 2013

Contracts (Series 0514-629)

Description: Legal agreements with individuals and organizations. Includes all associated documents, e.g.. DA-146 series.

Change: Superseded by 0026-000 on general schedule.-- mwiget, 17 May 2013

Contracts - Consultants (Series 0116-629)

Description: Legal agreements with consultants to the facility. Includes all associated documents, e.g.. DA-140 series.

Change: Superseded by 0026-000 on general schedule.-- mwiget, 14 May 2013

Correspondence - Routine (Series 0151-629)

Description: Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures: requests for information, letters of transmittal, etc.

Change: Superseded by 0028-000 on general schedule.-- mwiget, 14 May 2013

Employee Time Report Records (Series 0171-629)

Description: Records documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, absence reports, sign-in/out sheets, etc.

Change: Superseded by 0039-000 on general schedule.-- mwiget, 14 May 2013

Employment Applications - Not Hired (Series 0542-629)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: Superseded by 0043-000 on general schedule.-- mwiget, 20 May 2013

Employment Eligibility Verification Form (Series 0535-629)

Description: Immigration and Naturalization Service (INS) form I-9 completed by the employee verifying eligibility to work in the United States.

Change: Superseded by 0044-000 on general schedule.-- mwiget, 20 May 2013

Equal Employment Opportunity Plans (Series 0415-629)

Description: Documents related to agency compliance with laws and regulations concerning EEO/AA plans including the agency characteristic plan.

Change: Superseded by 0046-000 on general schedule.-- mwiget, 16 May 2013

Grant Files - Funded (Series 0276-629)

Description: Variety of documents relating to applications for federal, state, and private grants and to the implementation of those received.

Change: Superseded by 0049-000 on general schedule.-- mwiget, 15 May 2013

Inventory Records - Expendable Property (Series 0190-629)

Description: Records of receipts, disbursements, and balances of office supplies and other expendable inventory materials.

Change: Superseded by 0060-000 on general schedule.-- mwiget, 14 May 2013

Inventory Records - Non-Expendable Property (Series 0532-629)

Description: Records related to capital equipment inventory management: DA forms 80 and 83, computer reports from the Department of Administration, internal documents, correspondence, etc.

Change: Superseded by 0061-000 on general schedule.-- mwiget, 20 May 2013

Leave Requests (Series 0517-629)

Description: Internal forms used to request and authorize the taking of leave by employees.

Change: Supersede to 0067-000 on general schedule; program now part of KDADS--mwiget, 13 May 2013

Ledgers - General (Series 0419-629)

Description: General records maintained by agencies of financial receipts and expenditures normally used to monitor, manage, and verify agency budget.

Change: Superseded by 0068-000 on general schedule.-- mwiget, 16 May 2013

Legislative Relations Files (Series 0149-629)

Description: Copies of bills and statutes, drafts of legislation, notes, correspondence, testimony, and other miscellaneous documents related to various legislative activities.

Change: Superseded by 0069-000 on general schedule.-- mwiget, 14 May 2013

Minutes (Series 0150-629)

Description: Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.

Change: Superseded by 0075-000 on general schedule.-- mwiget, 14 May 2013

Payroll Deduction Authorization Records - General (Series 0364-629)

Description: Documents used to authorize various deductions from an employee's pay: insurance enrollments, GHI enrollments, KPERS enrollments, KPERS Annual Account Statements, dues deduction forms, etc.

Change: Superseded by 0078-000 on general schedule.-- mwiget, 16 May 2013

Payroll Direct Deposit Authorization Records (Series 0373-629)

Description: Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.

Change: Superseded by 0079-000 on general schedule.-- mwiget, 16 May 2013

Petty Cash Records (Series 0183-629)

Description: Documents related to petty cash accounting: DA-71 thru 73.

Change: Superseded by 0081-000 on general schedule.-- mwiget, 14 May 2013

Policy Statements (Series 0192-629)

Description: Original copies of formal explanations of agency policies and procedures issued in individual statement formats.

Change: Superseded by 0084-000 on general schedule. -- mwiget, 14 May 2013

Postal Records (Series 0152-629)

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.

Change: Superseded by 0085-000 on general schedule.-- mwiget, 14 May 2013

Procedures Manuals (Series 0748-629)

Description: Original copies of agency procedures issued in a collective manual.

Change: Superseded by 0087-000 on general schedule.-- mwiget, 20 May 2013

Programs and Invitations (Series 0181-629)

Description: Documents related to official agency functions.

Change: Superseded by 0089-000 on general schedule.-- mwiget, 14 May 2013

Purchase Requests - Internal (Series 0177-629)

Description: Documents used by subordinate organizations to request purchases of goods and services through the agency central purchasing office.

Change: Superseded by 0092-000 on general schedule.-- mwiget, 14 May 2013

Purchasing Records (Series 0178-629)

Description: Documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.

Change: Superseded by 0093-000 on general schedule.-- mwiget, 14 May 2013

Receipts Records - Cash (Series 0504-629)

Description: Records of cash received by the agency: receipt slips, receipt books, receipt ledgers, etc.

Change: Superseded by 0094-000 on general schedule.-- mwiget, 17 May 2013

STARS Reports: Daily Financial (Series 0245-629)

Description: Computer reports regarding agency status issued on a daily basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Change: Superseded by 0104-000 on the general schedule.-- mwiget, 14 May 2013

STARS Reports: Monthly Financial (Series 0182-629)

Description: Computer reports regarding agency financial status issued on a monthly basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Change: Superseded by 0105-000 on general schedule.-- mwiget, 14 May 2013

STARS Reports: Yearly Financial (Series 0194-629)

Description: Computer reports regarding agency financial status issued on a yearly basis from the Division of Accounts and Reports to the Statewide Accounting and Reporting Systems.

Change: Superseded by 0106-000 on general schedule.-- mwiget, 14 May 2013

Schedules - Office Activities (Series 0114-629)

Description: Internal forms, appointment books, paper and electronic calendars used to schedule employees, office activities, vehicles, meeting rooms, etc.

Change: Superseded by 0099-000 on general schedule.-- mwiget, 14 May 2013

Telecommunications Logs (Series 0555-629)

Description: Registers recording incoming and outgoing telephone calls of the agency.

Change: Superseded by 0114-000 on general schedule. -- mwiget, 20 May 2013

Telephone Billing Records (Series 0143-629)

Description: Copies of computer billings and supporting documents concerning the use of a telecommunications service provider.

Change: Superseded by 0116-000 on general schedule.-- mwiget, 14 May 2013

Travel Request and Authorization Records (Series 0362-629)

Description: Records related to employee travel: DA forms 25 (Request for Out of State Travel) and various internal documents.

Change: Superseded by 0118-000 on general schedule.-- mwiget, 15 May 2013

Vehicle Maintenance and Ownership Records (Series 0119-629)

Description: Documents related to the legal ownership and maintenance of agency vehicles: maintenance logs, legal titles, warranties, etc.

Change: Superseded by 0119-000 on general schedule.-- mwiget, 14 May 2013

Visitors Logs (Series 0223-629)

Description: Registers or logs used to record names, outside contractors, service personnel, and other visitors to agency facilities.

Change: Superseded by 0122-000 on general schedule.-- mwiget, 14 May 2013

Work Orders and Logs (Series 0306-629)

Description: Internal documents used to request and record requests for the performance of maintenance or other services.

Change: Superseded by 0130-000 on general schedule.-- mwiget, 15 May 2013

State Hospitals

Accounts Payable Records (Series 0361-629)

Description: Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.

Change: Superseded by 0001-000 on general schedule.-- mwiget, 15 May 2013

Batch Transmittal Forms (Series 0365-629)

Description: Completed forms used to transmit documents for mass computer input - includes both DA forms 199 and/or equivalent internal documents.

Change: Superseded by 0013-000 on general schedule.-- mwiget, 16 May 2013

Budget Preparation Files - Annual (Series 0391-629)

Description: Documents used in the preparation of annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Change: Superseded by 0016-000 on general schedule.-- mwiget, 16 May 2013

Budget Requests and Appeals - Annual (Series 0390-629)

Description: Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 thru 518 and associated supporting documents.

Change: Superseded by 0017-000 on general schedule.-- mwiget, 16 May 2013

Capital Improvement Projects Files (Series 0388-629)

Description: Records related to construction projects: correspondence, bids, specifications, plans, drawings, reports, notes, etc.

Change: Supersede by 0020-000 on general schedule.-- mwiget, 16 May 2013

Contracts (Series 0381-629)

Description: Legal agreements with individuals and organizations. Includes all associated documents, e.g.. DA-146 series.

Change: Superseded by 0026-000 on general schedule.-- mwiget, 16 May 2013

Employee Personnel Files (Series 0331-629)

Description: Documents associated with the employment of specific personnel: employee evaluation forms, applications for employment, INS Residence Status forms, and other personnel materials.

Change: Superseded by 0036-000 on general schedule.-- mwiget, 15 May 2013

Employee Position Descriptions (Series 0440-629)

Description: Formal descriptions of duties and other characteristics of particular employment positions: DA forms 281-2 and supporting documents.

Change: Superseded by 0038-000 on general schedule.-- mwiget, 17 May 2013

Employee Time Report Records (Series 0329-629)

Description: Records documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, absence reports, sign-in/out sheets, etc.

Change: Superseded by 0039-000 on general schedule.-- mwiget, 15 May 2013

Employee Training Course Materials (Series 0581-629)

Description: Record copy of manuals, syllabi, textbooks and other training aids created for agency sponsored employee training programs.

Change: Superseded by 0041-000 on general schedule.-- mwiget, 20 May 2013

Employee Training Records (Series 0580-629)

Description: Correspondence, reports, and other records relating to the operation of agency sponsored training programs and to employee participation in training programs sponsored by external organizations.

Change: Superseded by 0041-000 on general schedule.-- mwiget, 20 May 2013

Employment Applications - Not Hired (Series 0328-629)

Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Change: Superseded by 0043-000 on general schedule.-- mwiget, 15 May 2013

Inventory Records - Non-Expendable Property (Series 0319-629)

Description: Records related to capital equipment inventory management: DA forms 80 thru 83, computer reports from the Department of Administration, internal documents, correspondence, etc.

Change: Superseded by 0061-000 on general schedule.-- mwiget, 15 May 2013

Leave Requests (Series 0353-629)

Description: Internal forms used to request and authorize the taking of leave by employees.

Change: Superseded by 0067-000 on general schedule.-- mwiget, 15 May 2013

Minutes (Series 0347-629)

Description: Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.

Change: Superseded by 0075-000 on general schedule.-- mwiget, 15 May 2013

Payroll Deduction Authorization Records - General (Series 0752-629)

Description: Documents used to authorize various deductions from an employee's pay: insurance enrollments, GHI enrollments, KPERS enrollments, KPERS Annual Account Statements, dues deduction forms, etc.

Change: Superseded by 0078-000 on general schedule.-- mwiget, 20 May 2013

Payroll Direct Deposit Authorization Records (Series 0751-629)

Description: Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.

Change: Superseded by 0079-000 on general schedule.-- mwiget, 20 May 2013

Payroll Warrant Registers (Series 0750-629)

Description: Monthly listing of warrant checks issued to state agency employees for payroll purposes.

Change: Superseded by 0080-000 on general schedule.-- mwiget, 20 May 2013

Petty Cash Records (Series 0741-629)

Description: Documents related to petty cash accounting: DA-71 thru 73.

Change: Superseded by 0081-000 on general schedule.-- mwiget, 20 May 2013

Policy Statements (Series 0739-629)

Description: Original copies of formal explanations of agency policies and procedures issued in individual statement formats.

Change: Superseded by 0084-000 on general schedule.-- mwiget, 20 May 2013

Procedures Manuals (Series 0735-629)

Description: Original copies of agency procedures issued in a collective manual.

Change: Superseded by 0087-000 on general schedule.-- mwiget, 20 May 2013

STARS Reports: Daily Financial (Series 0663-629)

Description: Computer reports regarding agency financial status issued on a daily basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Change: Superseded by 0104-000 on general schedule.-- mwiget, 20 May 2013

STARS Reports: Monthly Financial (Series 0654-629)

Description: Computer reports regarding agency financial status issued on a monthly basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Change: Superseded by 0105-000 on general schedule.-- mwiget, 20 May 2013

STARS Reports: Yearly Financial (Series 0653-629)

Description: Computer reports regarding agency financial status issued on a yearly basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Change: Superseded by 0106-000 on general schedule.-- mwiget, 20 May 2013

Vehicle Maintenance and Ownership Records (Series 0684-629)

Description: Documents related to the legal ownership and maintenance of agency vehicles: maintenance logs, legal titles, warranties, etc.

Change: Superseded by 0119-000 on general schedule.-- mwiget, 20 May 2013

Vehicle Operation Records (Series 0698-629)

Description: Documents related to the use of state-owned motor vehicles: MP forms 1a, 2c, 3a, 3b, 10, 20, and internal agency forms.

Change: Superseded by 0120-000 on general schedule.-- mwiget, 20 May 2013

Vouchers - Receipts (Series 0688-629)

Description: Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.

Change: Superseded by 0126-000 on general schedule. -- mwiget, 20 May 2013

Vouchers - Travel (Series 0689-629)

Description: Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123.

Change: Superseded by 0127-000 on general schedule.-- mwiget, 20 May 2013

State of Kansas Social Media Policy

February 18, 2013

1. Purpose

The purpose of this policy is to establish standards for the use of social media for agencies of the State of Kansas and for employees of the Executive Branch of state government. The use of social media by State agencies and their employees for business purposes can facilitate information sharing and serve outreach and communication goals. Social networking can improve interactivity between State agencies and the public, and reach populations that favor social media over traditional media.

2. Definition

Social media is defined as internet sites where individuals and organizations may share information and/or engage in conversations with others in a public setting which include, but are not limited to, sites such as Facebook, Flickr, Twitter, YouTube, blogs, podcasts and RSS.

3. Policy

Official State Use

State of Kansas agencies that choose to enhance their communications strategies by utilizing social media in carrying out their functions/missions must do so in ways that maintain good order and discipline, network security, comply with public records retention legal requirements and ensure consistency with State and agency media standards. Agency public information officers and communications directors are charged with administering the use of social media by the State agencies in which they are employed.

Material that is inappropriate for public release shall not be posted nor shall personal opinions or editorial comment. Responses shall not be made to hate speech, non-sequiturs (i.e., sarcastic comments) or issues that do not deal with agency missions. Information should not be released via social media unless it has been verified as factual and been approved for release following agency protocol.

Information will be posted on each social media site regarding under what circumstances a post may be removed from the site as follows:

- (1) Comments not topically related to the site;
- (2) Profane or inappropriate language;
- (3) Sexual content or links to sexual content;
- (4) Solicitations of commerce;
- (5) Conduct or encouragement of illegal activity;

- (6) Information that may compromise the safety or security of the public, public systems, the State of Kansas, its agencies, officers, employees or public officials;
- (7) Content that violates legal ownership interest of any party;
- (8) Content that holds the State of Kansas, its agencies, officers, employees, or public officials in false light; or
- (9) Information that violates operational security or is protected by law.

The above list shall not be deemed to be all-inclusive and the State of Kansas reserves the right to add additional criterion.

Updating or posting to State agency social media sites by employees as part of the employee's official duties must be done with the knowledge and approval of the employee's supervisor and with adherence to agency policies, codes of conduct, directives, rules, regulations and statutes.

Any social media account created for official use by the State of Kansas, its agencies, officers, employees, or public officials shall be the property of the State of Kansas, and not the intellectual or personal property of the officer, employee or public official who creates, administers or maintains said account. Any user identification and password information for social media accounts must be provided to the agency appointing authority upon the creation and/or modification of said information and passwords used for social media accounts must comply with State Information Technology Executive Council (ITEC) requirements to the extent they are enabled by the social media company in question.

Use by Employees

Employees may have personal social media sites, but these may not be represented as official State agency sites, and may not be used during work hours unless approved by the employee's supervisor and agency appointing authority. In all cases, employee use of social media during work hours shall not interfere with work duties.

All employees are personally responsible for the information they communicate online. Employees should ensure that their social media activities do not interfere or conflict with their job or commitments to the State of Kansas, the agency in which they are employed, or the customers of the agency. To the extent permissible by law, employees waive their right of privacy for any information stored or transmitted on State-owned or -leased equipment.

When an employee's non-work related social media activities include any information related to their employment with the State of Kansas or the specific agency in which the employee works, the employee must make it clear that the views expressed are the employee's alone and do not reflect the views of the State of Kansas or the agency in which the employee is employed, by stating, for example, "*The views expressed in this post are my own. They have not been reviewed or approved by (insert agency) or the State of Kansas.*"

The application of this rule should not be construed to infringe on any person's rights of expression which are guaranteed by law, each case will be given careful review prior to having any personnel actions taken.

4. Agency-Specific Policies

Any State agency may enact an agency-specific social media policy with provisions more stringent than this statewide policy for law enforcement staff or because of specific public safety or security reasons. Any such agency-specific social media policy must be reviewed and approved by the Department of Administration and the Office of Information Technology Services prior to implementation.

Agencies wishing to implement such agency-specific policies should submit a draft of the policy to Kraig Knowlton, Director of the Office of Human Resources, Department of Administration, by email at Kraig.Knowlton@da.ks.gov.

5. Contact

For information or guidance regarding this policy please contact Anthony Schlinsog, Chief Information Technology Officer, Office of Information Technology Services, by email at Anthony.Schlinsog@ks.gov or by phone at 785-296-3463.

STATE OF KANSAS

Social Media Policy

UNDERSTANDING & ACCEPTANCE OF POLICY

I have received/or had an opportunity to review a copy of the State of Kansas Social Media Policy.

I have read the policy in its entirety and have been provided with the opportunity to ask questions about it.

I fully understand this policy and my responsibility to seek clarification from my supervisor or HR staff if at any time I am unclear about the policy's requirements.

I fully understand that failure to comply with this policy could result in disciplinary action, up to and including dismissal.

Employee's Printed Name

Employee's Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date



Solution Overview



<http://archivesocial.com>
info@archivesocial.com
(888) 558-6032

334 Blackwell St., Suite B-005
Durham, NC 27701

ArchiveSocial © 2013

ArchiveSocial is the social media archiving solution for business-grade record keeping and compliance. It is built from the ground up to address specific challenges related to the capture of records from social networking platforms, and is designed to preserve social media records in a manner that correctly satisfies long-term business requirements.

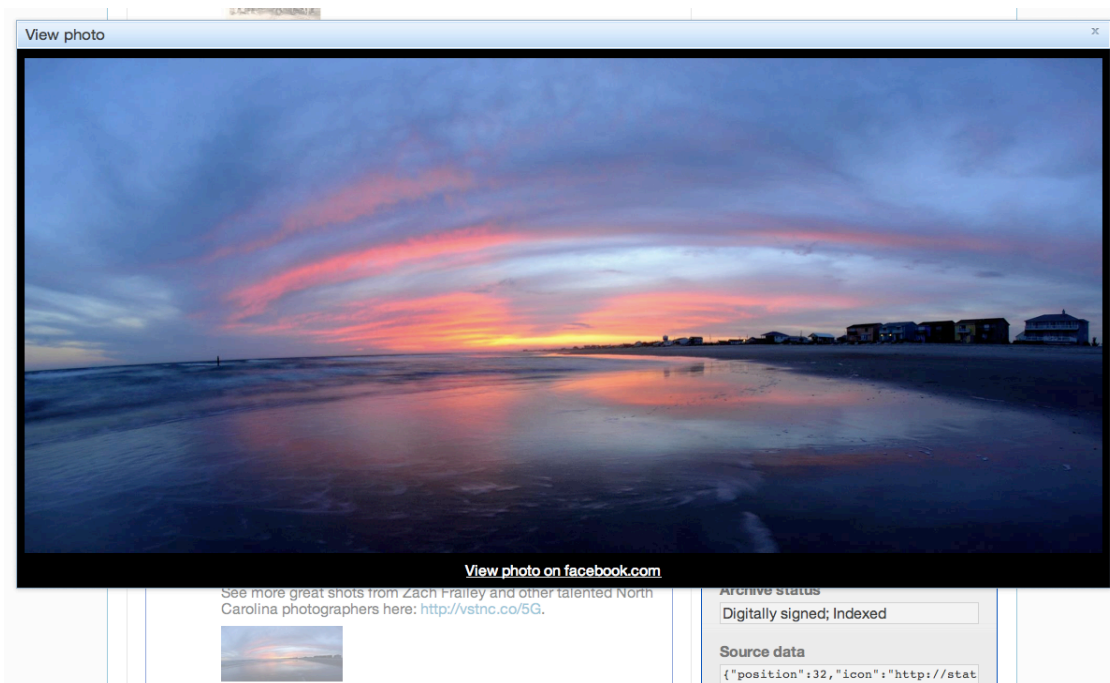


It is critical that a social media archiving solution captures records regardless of how or when content is posted. Furthermore, such a solution must archive records in their native format (i.e. not email or HTML) and ensure authenticity of records in order to meet legal and compliance requirements.

Comprehensive social media capture

It is challenging to archive social media because communications are often transmitted outside of the corporate network. It is also important to correctly handle the wide variety of rich data formats transmitted across social networks.

For example, a comment on a status update must be captured even if it appears years later. It is best to preserve a photo at full resolution and not just as a link or thumbnail. It is difficult but important to track changes to social media profiles as they change over time.



ArchiveSocial archives social media regardless of the device or network used to transmit communications. It correctly captures each of the various data formats and presents the resulting records in an extremely intuitive interface.

Preservation in native format

Social networking platforms are not just websites. Correctly capturing records of social media requires more than taking snapshots of HTML.

Like email, all social media communications have an underlying data format containing important metadata about the communication. This metadata includes user IDs, timestamps, and other information not displayed on a webpage.

The image shows a Facebook post titled "Visit North Carolina" with a blue arrow pointing to a "View previous comments" link. A semi-transparent window displays the raw JSON data for the post. A separate "Entry Details" panel on the right shows the "Original timestamp" as "2012-06-07T16:25:03Z".

Entry Details

Original timestamp
2012-06-07T16:25:03Z

Status
Signed; Indexed

Download data

```
{
  "icon": "http://photos-ak.fbcdn.net/photos-ak-snc7/v85005/26/179013222204542/app_2_179013222204542_846.gif",
  "application": {
    "id": "179013222204542",
    "name": "VisitNC",
    "link": "http://vstnc.co/4q",
    "caption": "www.cbsnews.com",
    "from": {"id": "44490119625", "category": "Travel/leisure", "name": "Visit North Carolina"},
    "type": "link",
    "updated_time": "2012-06-07T16:25:03+0000",
    "id": "44490119625_18150946847724626",
    "message": "Did you know North Carolina is home to one of only four female-owned distilleries in the nation? CBS This Morning recently spent time with Troy Ball, the mother of three who's giving moonshine a classy makeover from Western North Carolina. Watch her story below! ",
    "picture": "http://platform.ak.fbcdn.net/www/app_full_proxy.php?app=179013222204542&v=1&size=z&cksum=0612d290add5690905ac9e42edb18b8b6src=http%3A%2F%2Fi.i.com%2Fcmk.1d%2Fi%2Ft.in%2F2012%2F06%2F07%2Fctm_moonshine_607_400x360.jpg",
    "description": "CBS News video: Mom gives moonshine a classy makeover - \\Running\\ moonshine has long been a tradition in western North Carolina. Lee Woodruff profiles one stay-at-home mom who devoted herself to turning the craft of making moonshine into an art.",
    "likes": {
      "count": 1,
      "data": [
        {
          "id": "504473040",
          "name": "Chris Berry"
        }
      ]
    },
    "name": "Mom gives moonshine a classy makeover - CBS News Video",
    "created_time": "2012-06-07T16:25:03+0000",
    "comments": {
      "count": 0,
      "actions": [
        {
          "link": "http://www.facebook.com/44490119625/posts/18150946847724626",
          "name": "Comment"
        },
        {
          "link": "http://www.facebook.com/44490119625/posts/18150946847724626",
          "name": "Like"
        },
        {
          "link": "http://www.facebook.com/sharer.php?u=http%3A%2F%2Fvstnc.co%2F4q",
          "name": "Share"
        }
      ]
    }
  }
}
```

ArchiveSocial interfaces with each social network in order to capture and preserve data in its pure native format. The underlying data format for a social media record can be accessed and downloaded from ArchiveSocial at any time.

Digital signatures for authenticity

Proof of authenticity is a critical requirement when providing electronic records as evidence in regulatory and legal situations.

Investigators and courts must be assured that a social media record was not falsified using a web page editor, image manipulation software, or some other means.

The image shows a social media post on the left and its corresponding digital signature details on the right. A green arrow points from the post to the details, and a blue arrow points from the details back to the post.

Post Content:

- Visit North Carolina**
Do you have a favorite place on the North Carolina coast? Tell us what you love about it!
8 days ago
- Amy Harrington** Sunset beach! Closest thing to heaven on earth ;)
8 days ago
- Kirsten Barrington-Hughes** Bald Head Island--tranquil, quiet, no light pollution, turtles, no cars, low key
8 days ago
- Life Can Be Simple Blog** THE OUTER BANKS
8 days ago
- David Wayne Hager** Southport/Oak island. Southport is so old and pretty. The locals are great people. The water is beautiful and my brother and sis-in-law live there!
8 days ago
- Karen Osborne Le Lay** South Topsail Beach! My little piece of Heaven.
8 days ago

Entry Details:

- Original timestamp:** 2012-06-20T00:40:03Z
- Archive status:** Digitally signed; Indexed
- Source data:**

```
{"message": "Do you have a favorite place on the North Carolina coast? Tell us what you love about it!", "id": "44490119625_10150972913", "id": "179013222204542", "name": "Visit North Carolina", "count": 10, "data": {}}
```
- Download data**

ArchiveSocial applies a timestamped digital signature to each individual record stored in the archive. This digital signature proves that the data existed at the specified time in history and could not have been edited or falsified in any way.

Data export to a variety of formats

Storing data is only half the equation. A complete records management solution must provide the ability to easily locate and produce records when necessary.

Because social media content is rich and dynamic, it is important that records can be exported in a variety of static formats based on how the data will be used. Furthermore, it is critical that all data – including metadata and images – can be included in the export.

	A	B	C	D
	Timestamp	From	To	Text
1				
2	9/10/12 18:59	Art in Autumn	Visit North Carolina	Art in Autumn Art in Autumn Arts & Crafts Festival is th
3	9/10/12 18:59	Art in Autumn	Visit North Carolina	Art in Autumn Art in Autumn Arts & Crafts Festival is th
4	9/10/12 18:32	'Philip Poobie Austin	Visit North Carolina	'Philip Poobie Austin R&J Transportation Services, L.L.C
5	9/10/12 18:32	'Philip Poobie Austin	Visit North Carolina	'Philip Poobie Austin R&J Transportation Services, L.L.C
6	9/9/12 19:06	Charles Zarella	Visit North Carolina	Charles Zarella Can any one give me some flea market
7	9/8/12 1:18	The Ultimate Guide To Asheville	Visit North Carolina	The Ultimate Guide To Asheville & the Western North C
8	9/7/12 15:46	Visit North Carolina		Visit North Carolina "Cypress Bend Vineyards and..." o
9	9/7/12 15:28	Visit North Carolina	Hopscotch Music Festival	Visit North Carolina It's officially fall festival season! Er
10	9/8/12 6:01	Nicholas Mayhew		Nicholas Mayhew My two favorite places! at 6:01:47 on
11	9/7/12 16:19	Giovani Gonzalez		Giovani Gonzalez FREE BBQ cooking at White Collar Crib

ArchiveSocial can export social media content to a variety of formats including PDF, HTML, and Excel. Furthermore, it is possible to export everything in the archive at any time, including all of the rendered content, native formats, images, and digital signatures.

Quick and seamless deployment

Social media accounts are typically managed by employees and not by the company. Organizations need to implement a process that allows employees to provide account access for archiving, without requiring the employees' private credentials.




Social media archiving is a technically challenging issue requiring vast amounts of computing storage. It is important that an archiving solution saves your organization time and money, rather than creating additional complexity.



CONNECT SOCIAL MEDIA ACCOUNTS

Welcome, Kathy Stevens

Acme Financial, Inc. is using ArchiveSocial to automatically archive your social media activity. Please connect each of your social media accounts below in order to allow ArchiveSocial to access your accounts and archive your activity.

-  Connect a Facebook Account
-  Connect a Twitter Account
-  Connect a LinkedIn Account

ArchiveSocial is a pure cloud-based solution that requires no software installation or IT expertise. It simplifies deployment across the organization and enables your business to automate social media record keeping in a matter of minutes.



ArchiveSocial is the social media archiving solution for business. Sign up today and take control of your social media data.

Visit us on the web at <http://archivesocial.com> or reach us by phone at (888) 558-6032.