



Records Retention Schedule

Adopted February 5, 2024
Ordinance # 1121

Statutes: K.S.A. 12-120 and K.S.A. 12-121 list the minimum retention for some city records.

- Accounting records of utility customers, 3 years
- Bonds of officers or employees, 10 years
- Bonds and coupons, if any, stamped paid or cancelled and returned by the fiscal agent, 5 years, the period beginning at the date of maturity of the bond or coupon.
- Cancelled checks, 5 years
- Claims and purchase orders attached thereto, 5 years
- Duplicates of licenses issued for license fees or taxes, 3 years
- Duplicates of receipts, 3 years
- Duplicates of utility bills sent to customers, 5 years
- Insurance policies, 5 years, the period beginning at expiration of the policy unless a claim is pending.
- Requisition and duplicate purchase orders, 3 years
- Warrants or warrant checks, paid, 5 years

**Kansas State Historical Society
Local Government Records
General Schedule/All Offices**

SERIES ID 0001-100
TITLE **Accident Reports**
DESCRIPTION Documents related to accidents occurring in, on, or around the county office's facility(ies).
RETENTION 005 cldr yrs
COMMENTS Retain for 5 calendar years or longer if necessary, then destroy.
DISPOSITION Destroy
RESTRICTIONS 5 U.S.C. sec. 552(a)
APPROVED 2003-04-10
K.A.R. NUMBER 53-2-134

SERIES ID 0002-100
TITLE **Accounts Payable Records**
DESCRIPTION Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.
RETENTION 003 fisc yrs
COMMENTS See also Ledgers - General, Vouchers and Requisitions - Purchase, Vendor Files, Bid Records, and Purchasing Records.
DISPOSITION Destroy

RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0003-100
TITLE **Accounts Receivable Records**
DESCRIPTION Documents related to the collection of payments due the office: copies of invoices, correspondence, etc.
RETENTION See Comments
COMMENTS Retain 3 fiscal years after last payment is received, then destroy.
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0004-100
TITLE **Activity Report Records**
DESCRIPTION Internal documents used to compile statistics on office activities, traffic reports, activity logs, etc.
RETENTION 002 fisc yrs
COMMENTS See also Employee Time Report Records.

DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0005-100
TITLE **Adding Machine or Calculator Tapes**
DESCRIPTION Master tapes produced on business machines during bookkeeping.
RETENTION See Comments
COMMENTS May be destroyed immediately unless required to document associated records; then retain in conjunction with those associated records.
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0006-100
TITLE **Annual and Special Reports**
DESCRIPTION General and specific reports on office activities.
RETENTION See Comments
COMMENTS Retain until no longer useful, then transfer to permanent storage.
DISPOSITION Permanent
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0007-100
TITLE **Architectural Plans, Drawings, Maps, and Specifications**
DESCRIPTION Records documenting the physical plant of the offices and/or buildings owned or occupied by the local government.
RETENTION See Comments
COMMENTS Retain until no longer useful, then transfer one copy to permanent storage and contact the local historical society for interest in retaining an extra copy.
DISPOSITION Permanent

RESTRICTIONS Portions per K.S.A. 45-221(a)(12)
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0008-100
TITLE **Audit Reports**
DESCRIPTION Results of audits conducted by local, state, federal and/or non-governmental auditing agencies.
RETENTION See Comments
COMMENTS Retain in office until no longer useful, then transfer to permanent storage.
DISPOSITION Permanent
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0009-100
TITLE **Banking Records**
DESCRIPTION Bank statements, deposit books and slips, check registers, and canceled checks.
RETENTION 003 fisc yrs
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0010-100
TITLE **Batch Transmittal Forms**
DESCRIPTION Completed forms used to transmit documents for mass computer input.
RETENTION See Comments
COMMENTS Retain in conjunction with transmitted documents, then destroy.
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0011-100
TITLE **Bid Records**

DESCRIPTION Documents related to requests for proposals, bids, quotations or estimates.

RETENTION 005 fisc yrs

COMMENTS See also Purchasing Records, Vouchers and Requisitions, Accounts Payable Records, Contracts, and Vendor Files.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0012-100

TITLE **Budget Preparation Files - Annual**

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

RETENTION See Comments

COMMENTS Retain until audit is completed, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0013-100

TITLE **Budget Requests and Appeals - Annual**

DESCRIPTION Copies of budgets submitted yearly for approval and subsequent appeals.

RETENTION Permanent

DISPOSITION Permanent

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0014-100

TITLE **Building and Grounds Maintenance Records**

DESCRIPTION Documents associated with repairs and other maintenance to the

physical plant of office - does not include Work Order and Logs.

RETENTION See Comments

COMMENTS Retain records of minor maintenance activities for 3 fiscal years, then destroy. Retain records of major maintenance activities permanently.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0015-100

TITLE **Capital Improvement Projects Files**

DESCRIPTION Records related to construction projects: bids, specifications, plans, drawings, reports, notes, etc.

RETENTION Permanent

COMMENTS See also Architectural Plans, Drawings, and Specifications

DISPOSITION Permanent

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0016-100

TITLE **Committee Files**

DESCRIPTION Records relating to the establishment, organization, membership, policies, activities and accomplishments of internal, interoffice, and advisory committees.

RETENTION Permanent

DISPOSITION Permanent

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0017-100

TITLE **Computer Software Licensing Files**

DESCRIPTION Documents proving the licensure and implementation of computer software programs by the agency.

RETENTION See Comments

COMMENTS Retain 5 calendar years after the contract or end user license agreement (EULA) has expired or 5 calendar years after the software is no longer installed, then destroy.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 2003-04-10

K.A.R. NUMBER 53-2-134

SERIES ID 0018-100

TITLE **Computer System Documentation**

DESCRIPTION Records related to the development, implementation, modification, and use of computer programs and systems.

RETENTION See Comments

COMMENTS Retain and dispose of in conjunction with associated computer programs and systems. If data is not migrated to new system, retain as long as access to data is necessary.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0019-100

TITLE **Contracts**

DESCRIPTION Legal agreements with individuals and organizations. Includes all associated documents.

RETENTION See Comments

COMMENTS Retain until expiration of contract plus 5 calendar years after conclusion of any court case, then destroy. See also Purchasing Records, Vendor Files, Accounts Payable Records, Bid Records, and Vouchers and Requisitions.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0020-100

TITLE Correspondence - **Policy Related**

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 office.

RETENTION 005 cldr yrs

COMMENTS Retain in office 5 calendar years, then transfer to permanent storage.

DISPOSITION Permanent

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0021-100

TITLE **Correspondence - Routine**

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.

RETENTION See Comments

COMMENTS Retain until no longer useful, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0022-100

TITLE **Deeds for Real Estate**

DESCRIPTION Legal documents pertaining to the ownership of real property by the office.

RETENTION Permanent

COMMENTS Retain in Register of Deeds Office.

DISPOSITION Permanent

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0023-100

TITLE **Employee Court Ordered Withholding Files**

DESCRIPTION Court orders issued by the district or other courts to withhold earning from county employees for garnishment, child support, tax levies, or other reasons and includes original writs or copies of writs of garnishment, recapitulations of amounts withheld and related documents.

RETENTION See Comments

COMMENTS Retain for length of stop order plus 1 year, then destroy.

DISPOSITION Destroy

RESTRICTIONS K.S.A. 45-221(a)(4)

APPROVED 2006-01-13

K.A.R. NUMBER 53-2-146

SERIES ID 0024-100

TITLE **Employee Notary Files**

DESCRIPTION Notary certification files compiled on employees.

RETENTION See Comments

COMMENTS Proof of certification is part of the Employee Personnel File. These files are convenience copies. Retain information until superseded, or 3 calendar years, then destroy.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 2002-04-11

K.A.R. NUMBER 53-2-131

SERIES ID 0025-100

TITLE **Employee Personnel Files**

DESCRIPTION Documents associated with the employment of specific personnel: employee evaluation forms, applications of employment, background checks, and other personnel materials.

RETENTION See Comments

COMMENTS Full personnel file: retain for length of employee's tenure plus 3 calendar years (5 calendar years for contract employees). Abstracted work history (appointment data and change of status information, consistent with sound HR practice and legal counsel advice of meeting

regulatory needs), a summary log of background checks, employment start date, employment end date, position titles and dates in each position: retain for an additional 12 calendar years, then destroy and/or delete. Abstracted payroll history (name, title, year, hours, and pay rate): retain for 40 calendar years, then destroy and/or delete.

DISPOSITION Destroy

RESTRICTIONS Portions may be restricted under KSA 45-221(a)(3)(4)(6)(9)(30), KSA 22-4701 et seq.

APPROVED 2013-04-11

K.A.R. NUMBER 53-2-176

SERIES ID 0026-100

TITLE **Employee Personnel Files--
Convenience Copies**

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

RETENTION See Comments

COMMENTS Retain until no longer useful, then destroy.

DISPOSITION Destroy

RESTRICTIONS Portions may be restricted under KSA 45-221(a)(4)

APPROVED 2004-01-08

K.A.R. NUMBER 53-2-137

SERIES ID 0027-100

TITLE **Employee Position Descriptions**

DESCRIPTION Formal descriptions of duties and other characteristics of particular employment positions. Includes supporting documents.

RETENTION See Comments

COMMENTS Retain until superseded plus 3 years, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0028-100

TITLE Employee Time Report Records

DESCRIPTION Records documenting time worked by individual employees on a daily, weekly, monthly or yearly basis including; time sheets, time cards, attendance reports, absence reports, wage and hour audits (FLSA compliance,) sign-in/out sheets, etc.

RETENTION 005 fisc yrs

COMMENTS See also Leave Requests.

DISPOSITION Destroy

RESTRICTIONS K.S.A. 45-221(a)(4)

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0029-100

TITLE Employee Training Course Materials

DESCRIPTION Record copy of manuals, syllabi, textbooks and other training aids created for office sponsored employee training programs.

RETENTION See Comments

COMMENTS Retain until training program is obsolete, then retain one copy of each manual, syllabus, and textbook permanently, destroy the remainder. See also Employee Training Records.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 2018-04-09

K.A.R. NUMBER 53-2-116

SERIES ID 0030-100

TITLE Employee Training Records

DESCRIPTION Correspondence, reports, and other programs relating to the operation of office sponsored training programs and to employee participation in training programs sponsored by external organizations.

RETENTION See Comments

COMMENTS Retain 5 calendar years or until superseded, whichever is sooner, then destroy. See also Employee Training Course Materials.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0031-100

TITLE Employee Withholding Allowance Certificates

DESCRIPTION Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks.

RETENTION See Comments

COMMENTS Retain until no longer in effect, then destroy provided four years have passed since date tax was due or paid (whichever is later).

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0032-100

TITLE Employment Applications - Not Hired

DESCRIPTION Applications and supplementary materials, including background checks, submitted by unsuccessful applicants for employment.

RETENTION See comments

COMMENTS Retain for 003 calendar years, then destroy. If background check was performed, retain for 006 calendar years, then destroy.

DISPOSITION Destroy

RESTRICTIONS Portions may be restricted under KSA 45-221(a)(4)(30), KSA 22-4701 et seq.

APPROVED 2014-05-01

K.A.R. NUMBER 53-2-180

SERIES ID 0033-100

**TITLE Employment Eligibility
Verification Form**

DESCRIPTION Immigration and Naturalization Service (INS) form 9 completed by employee which is used to verify the legal residency status of the employee.
RETENTION See Comments
COMMENTS Retain for length of employee tenure plus 3 years, then destroy.
DISPOSITION Destroy
RESTRICTIONS K.S.A. 45-221(a)(4)
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0034-100

**TITLE Equal Employment Opportunity
Grievance Files**

DESCRIPTION Documents related to discrimination charges concerning employment made against an office and subsequent investigations.
RETENTION See Comments
COMMENTS Retain 5 years after grievance is settled, then transfer to permanent storage.
DISPOSITION Permanent
RESTRICTIONS KSA 45-221(a)(4)(11)(25)
APPROVED 2019-01-17
K.A.R. NUMBER 53-2-202

SERIES ID 0035-100

**TITLE Equal Employment Opportunity
Plans**

DESCRIPTION Documents related to office compliance with laws and regulations concerning EEO/AA Plans.
RETENTION Permanent
DISPOSITION Permanent
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0036-100

**TITLE Equipment Maintenance and
Ownership Records**

DESCRIPTION Documents related to the legal ownership and maintenance of office equipment: legal titles, warranties, maintenance logs, etc.
RETENTION See Comments
COMMENTS Retain for the life of the equipment, then transfer to the new owner of the equipment or destroy as appropriate. See also Equipment Operation Records, and Vehicle Ownership and Maintenance Records.
DISPOSITION See Comments
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0037-100

TITLE Equipment Operation Records

DESCRIPTION Documents related to the use of office equipment (e.g. photocopy logs, check-out forms, use request forms, etc.), including photocopiers, typewriters, computers, calendars, adding machines, etc.
RETENTION 003 fisc yrs
COMMENTS See also Equipment Ownership and Maintenance Records. Roads and Bridges need to retain for the period they own the equipment.
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0038-100

**TITLE Expendable Items Supply
Requests - Internal**

DESCRIPTION Documents used by subordinate organizations to order expendable supplies from central supply rooms.
RETENTION See Comments
COMMENTS Retain 1 fiscal year after audit, then destroy.
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0245-000

TITLE **Family and Medical Leave Act (FMLA) Records**

DESCRIPTION Forms and documentation for FMLA determinations for individual employees. Records may be paper or electronic.

RETENTION 3 cld years after completion or denial

DISPOSITION Destroy

RESTRICTIONS K.S.A. 45-221(a)(1)(3) and 29 CFR 825.500 (g)

APPROVED 2017-01-19

K.A.R. NUMBER 53-2-194

SERIES ID 0039-100

TITLE **Grant Files**

DESCRIPTION Variety of documents dealing with applications for federal, state, and private grants and the implementation of those received.

RETENTION See Comments

COMMENTS Retain 5 years after the end of the grant period, transfer original applications, contracts, agreements, and annual and final performance reports to permanent storage and destroy remaining documents.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0040-100

TITLE **Grant Files - Unfunded**

DESCRIPTION Applications and supporting documentation relating to federal, state, and private grants submitted by local entities which were not funded.

RETENTION See Comments

COMMENTS Retain until no longer useful, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0041-100

TITLE **Hearing and Meeting Transcripts and Electronic Media Recordings**

DESCRIPTION Records of public hearings and other meetings: audiotapes, videotapes, notes, etc.

RETENTION See Comments

COMMENTS Retain until no longer useful, then destroy. Tapes can be reused.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 2001-01-11

K.A.R. NUMBER 53-2-125

SERIES ID 0237-000

TITLE **Hygrothermograph Data Logger Reports**

DESCRIPTION Hygrothermograph readings taken by staff in various areas which monitor the temperature and humidity levels to ensure that proper environmental conditions are maintained.

RETENTION 2 cldr years

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 2013-10-24

K.A.R. NUMBER 53-2-178

SERIES ID 0042-100

TITLE **Imprest Fund**

DESCRIPTION Documents relating to the administration and accounting of the imprest fund which allows an office to use a local bank account as authorized by statute.

RETENTION 003 fisc yrs

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0043-100

TITLE **Incident Reports**

DESCRIPTION Documents related to incidents occurring between the county office and any individual, group, corporation or government.

RETENTION See Comments

COMMENTS Retain for 5 calendar years or longer if necessary, then destroy.

DISPOSITION Destroy

RESTRICTIONS 5 U.S.C. sec. 552(a)

APPROVED 2003-04-10

K.A.R. NUMBER 53-2-134

SERIES ID 0044-100

TITLE Income Tax Monitoring

DESCRIPTION Work papers, logs, reconciliation's and payment logs possibly through accounting software and payment vouchers to ensure proper accounting and compliance of income tax reported to federal and state governments.

RETENTION See Comments

COMMENTS Retain 4 calendar years after date tax was due or paid, then destroy.

DISPOSITION Destroy

RESTRICTIONS K.S.A. 45-221(a)(4) and 5 USC 552 (a)

APPROVED 2002-04-11

K.A.R. NUMBER 53-2-131

SERIES ID 0045-100

TITLE Insurance Policies

DESCRIPTION Documents such as insurance policy terms and binders.

RETENTION See Comments

COMMENTS Retain until canceled or expired, plus 5 calendar years. Retain reinsurance policy and carrier information until all claims have been settled.

DISPOSITION see Comments

RESTRICTIONS None

APPROVED 2003-04-10

K.A.R. NUMBER 53-2-134

SERIES ID 0109-100

TITLE Internal Memos - Policy Related

DESCRIPTION Internal memos, e-mail and other correspondence that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

RETENTION 005 cldr yrs

COMMENTS Retain in office 5 calendar years, then transfer to the permanent storage.

DISPOSITION Permanent

RESTRICTIONS None

APPROVED 2007-05-16

K.A.R. NUMBER 53-2-151

SERIES ID 0104-100

TITLE Internal Memos - Routine

DESCRIPTION Internal memos, e-mail, or other correspondence which pertain to routine matters.

RETENTION See Comments

COMMENTS Retain until no longer useful, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 2007-05-16

K.A.R. NUMBER 53-2-151

SERIES ID 0046-100

TITLE Internal Revenue Service W-2 Tax Files

DESCRIPTION Agency copy of employee wages and tax statements maintained by the office or payroll processor.

RETENTION 004 fisc yrs

DISPOSITION Destroy

RESTRICTIONS Portions may be restricted

APPROVED 2001-10-18

K.A.R. NUMBER 53-2-128

SERIES ID 0047-100

TITLE Inventory Records - Expendable Property

DESCRIPTION Records of receipts, disbursements, and balances of office

supplies and other expendable inventory materials.

RETENTION 003 fisc yrs

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0048-100

TITLE Inventory Records - Non-Expendable Property

DESCRIPTION Records related to capital equipment inventory management: computer reports, internal documents, correspondence, etc.

RETENTION See Comments

COMMENTS Retain until superseded by new inventory plus 3 fiscal years, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0049-100

TITLE Kansas Public Disclosure Commission Statements of Substantial Interest

DESCRIPTION Office copies of statements of substantial interest requested on a yearly basis and filed with the Secretary of State's Office.

RETENTION 001 cldr yr

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0050-100

TITLE Leases - Real Property and Capital Equipment

DESCRIPTION Documents related to the leasing of real estate and equipment.

RETENTION See Comments

COMMENTS Retain until superseded or inactive plus 5 calendar years, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0051-100

TITLE Leave Requests

DESCRIPTION Internal forms used to request and authorize the taking of leave by employees.

RETENTION 005 fisc yrs

COMMENTS See also Employee Time Report Records.

DISPOSITION Destroy

RESTRICTIONS K.S.A. 45-221(a)(4)

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0052-100

TITLE Ledgers - General

DESCRIPTION General records of financial receipts and expenditures normally used to monitor, manage, and verify office budget.

RETENTION See Comments

COMMENTS This series includes only internal documents. Retain in office 5 years, then transfer to permanent storage.

DISPOSITION Permanent

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0053-100

TITLE Legal/Public Notices

DESCRIPTION Announcements appropriately published to notify the general public of an auction, legal proceeding, election, etc.

RETENTION 005 cldr yrs

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 2003-04-10

K.A.R. NUMBER 53-2-134

SERIES ID 0054-100

TITLE Legislation Reference Files

DESCRIPTION Copies of bills, drafts of legislation, copies of statutes, notes, correspondence, and other miscellaneous documents related to various legislative activities or statutes applicable to the operation of the office.

RETENTION See Comments

COMMENTS Retain until no longer useful, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0055-100

TITLE Mailing Lists

DESCRIPTION Lists of names and addresses to whom mail is regularly sent.

RETENTION See Comments

COMMENTS Retain until updated, then destroy.

DISPOSITION Destroy

RESTRICTIONS K.S.A. 21-3914

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0056-100

TITLE Material Safety Data Sheets

DESCRIPTION Documents relating to the precautions taken for the safe handling of the various hazardous chemicals used in the routine operation of the facility.

RETENTION See Comments

COMMENTS Retain until superseded or hazardous chemical is no longer on site, then destroy as required by CFR 1910.1200.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0057-100

TITLE Memoranda of Understanding or Agreement - Interoffice

DESCRIPTION **Formal agreements reached between state, local, and/or federal agencies.**

RETENTION See Comments

COMMENTS Retain until agreement becomes inactive plus 5 calendar years, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0058-100

TITLE Minutes

DESCRIPTION Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.

RETENTION See Comments

COMMENTS Retain until no longer useful, then transfer to permanent storage.

DISPOSITION Permanent

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0105-100

TITLE Organizational Charts

DESCRIPTION Records documenting the office's current organizational structure.

RETENTION 003 cldr yrs

COMMENTS Retain in office 3 calendar years, then transfer to permanent storage.

DISPOSITION Permanent

RESTRICTIONS None

APPROVED 2007-05-16

K.A.R. NUMBER 53-2-151

SERIES ID 0060-100

TITLE Payroll Adjustment Records

DESCRIPTION Copies of documents and supporting materials used to make adjustments in office payroll accounts.

RETENTION 003 fisc yrs

COMMENTS See also Payroll Deduction Authorization Records.

DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0061-100
TITLE **Payroll Deduction Authorization Records - General**
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.
RETENTION See Comments
COMMENTS Retain until superseded or no longer in effect plus 1 calendar year, then destroy. This schedules not apply to W-4 Forms or Payroll Direct Deposit Authorization Record.
DISPOSITION Destroy
RESTRICTIONS K.S.A. 45-221(a)(4)
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0062-100
TITLE **Payroll Direct Deposit Authorization Records**
DESCRIPTION Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.
RETENTION See Comments
COMMENTS Retain until no longer in effect plus 2 years, then destroy.
DISPOSITION Destroy
RESTRICTIONS K.S.A. 45-221(a)(4)
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0063-100
TITLE **Payroll Warrant Registers**
DESCRIPTION Monthly listing of warrant checks issued to office employees for payroll purposes.
RETENTION 003 fisc yrs
DISPOSITION Destroy

RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0064-100
TITLE **Petty Cash Records**
DESCRIPTION Documents related to petty cash accounting.
RETENTION 003 fisc yrs
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0065-100
TITLE **Photographic and Video Materials**
DESCRIPTION Photo-prints, negatives, slides, films, and videotapes.
RETENTION See Comments
COMMENTS Retain permanently materials that document governmental programs and services. Other items may be offered to local historical societies or destroyed.
DISPOSITION See Comments
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0106-100
TITLE **Policy Statements**
DESCRIPTION Original copies of formal explanations of agency policies and procedures.
RETENTION See Comments
COMMENTS Retain until no longer useful, then transfer to permanent storage. Retain convenience copies until no longer useful, then destroy.
DISPOSITION Permanent
RESTRICTIONS None
APPROVED 2007-05-16
K.A.R. NUMBER 53-2-151

SERIES ID 0067-100
TITLE **Postal Records**

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.

RETENTION 001 fisc yr

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0068-100

TITLE **Press Releases**

DESCRIPTION Public information issued to the news media.

RETENTION See Comments

COMMENTS Retain one copy permanently, dispose of others.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0107-100

TITLE **Procedures Manuals**

DESCRIPTION Original copies of agency procedures issued in a collective manual.

RETENTION See Comments

COMMENTS Retain until superseded or no longer in effect, then retain 1 copy permanently, destroy the remainder.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 2007-05-16

K.A.R. NUMBER 53-2-151

SERIES ID 0069-100

TITLE **Programs and Invitations**

DESCRIPTION Documents related to official office functions.

RETENTION See Comments

COMMENTS Retain permanently one copy of documents related to official functions, dispose of others.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0070-100

TITLE **Property Disposition Records - Non-Expendable**

DESCRIPTION Copies of forms and supporting documents used to remove capital equipment from the office inventory.

RETENTION 003 fisc yrs

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0071-100

TITLE **Publications**

DESCRIPTION Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the office.

RETENTION See Comments

COMMENTS Retain in office 1 year, then transfer 1 copy to permanent storage and destroy the remainder.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0072-100

TITLE **Purchase Requests - Internal**

DESCRIPTION Documents used by subordinate organizations to request purchases of goods and services through the office central purchasing office.

RETENTION 001 fisc yr

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0073-100

TITLE Purchasing Records

DESCRIPTION Documents related to the purchase of goods and services:

correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.

RETENTION 003 fisc yrs

COMMENTS See also Vouchers and Requisitions, Accounts Payable Records, Bid Records, Contracts, Ledgers - General, and Vendor Files.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0074-100

TITLE Receipts Records - Cash

DESCRIPTION Records of cash received by the office: receipt slips, receipt books, receipt ledgers, etc.

RETENTION 003 fisc yrs

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0075-100

TITLE Records Management Records

DESCRIPTION Documents related to the management of office records including completed survey forms, inventories, disposition and transfer records, and other miscellaneous materials such as correspondence or reference materials.

RETENTION Permanent

DISPOSITION Permanent

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0111-100

TITLE Records of Unusual Importance or Exceptional Historical Interest

DESCRIPTION Records that depict important unique situations of continuing

interest, important policy transactions or decisions, or unusual noteworthy events.

RETENTION See Comments

COMMENTS Retain permanently or transfer to permanent storage after 1 calendar year.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 2020-10-15

K.A.R. NUMBER 53-2-207

SERIES ID 0076-100

TITLE Recruitment Files

DESCRIPTION Variety of documents relating to the recruitment process for hiring employees to fill vacant positions.

RETENTION 003 cldr yrs

DISPOSITION Destroy

RESTRICTIONS Portions per K.S.A. 45-221(a)(4)

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0108-100

TITLE Reorganization Studies

DESCRIPTION Records documenting actual and proposed agency organizational structure.

RETENTION 003 cldr yrs

COMMENTS Retain in office 3 calendar years, then transfer to permanent storage.

DISPOSITION Permanent

RESTRICTIONS None

APPROVED 2007-05-16

K.A.R. NUMBER 53-2-151

SERIES ID 0077-100

TITLE Request for Access to Records

DESCRIPTION Documents related to the requests for access to office records and office responses prepared pursuant to K.S.A. 45-218.

RETENTION See Comments

COMMENTS Retain until no longer useful, then destroy.

DISPOSITION Destroy

RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0078-100
TITLE Safety Inspection Files
DESCRIPTION Documents related to routine and special safety inspections, including correspondence and follow-ups, by county offices or the State Department of Human Resources.
RETENTION See Comments
COMMENTS Retain county inspection files 5 calendar years, state inspections until superseded by another inspection.
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 2003-04-10
K.A.R. NUMBER 53-2-134

SERIES ID 0079-100
TITLE Sales and Use Tax Records
DESCRIPTION Reports of retail sales and excise taxes due to the state submitted to the Department of Revenue by local governments acting as retailers with supporting documents.
RETENTION 3 tax yrs
COMMENTS A tax year is the 12 month period beginning/ending when one actually files taxes (whether working on a fiscal or calendar year). Records must be kept 3 full years. See KSA 79-3609.
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 2003-04-10
K.A.R. NUMBER 53-2-134

SERIES ID 0080-100
TITLE Schedules - Office Activities
DESCRIPTION Internal forms and calendars used to schedule employee or office activities (calendars and appointment books, etc.).
RETENTION See Comments

COMMENTS Retain until no longer useful, then destroy.

DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0081-100
TITLE Scrapbooks, Memorabilia, and Photographic Albums
DESCRIPTION Newsclippings, photo albums, etc. documenting office activities.
RETENTION See Comments
COMMENTS Retain until no longer useful, then contact the archives for appraisal - if not accepted for transfer to the archives, then destroy.
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0110-100
TITLE Security Records
DESCRIPTION Security logs, sign-in sheets, security camera footage, security activity reports, incident reports, etc. relating to security provided for buildings and grounds.
RETENTION See Comments
COMMENTS Retain until no longer useful, then destroy.
DISPOSITION Destroy
RESTRICTIONS KSA 45-221(a)(10)
See Atty Gen's Opinion 87-25.
APPROVED 2008-04-24
K.A.R. NUMBER 53-2-155

SERIES ID 0082-100
TITLE Self-Insurance Claim Files
DESCRIPTION Documents related to claims against county self-insured funds such as vehicle or equipment damage.
RETENTION See Comments
COMMENTS Retain until paid out or settled, plus 5 calendar years. Retain

reinsurance policy and carrier information until all claims have been settled.

DISPOSITION see Comments
RESTRICTIONS 5 U.S.C. sec. 552(a)
APPROVED 2003-04-10
K.A.R. NUMBER 53-2-134

SERIES ID 0083-100

TITLE Speeches and Writings

DESCRIPTION Notes, drafts, and final versions of office related speeches, articles, talks, and other formal public communications published or given at meetings and conferences.

RETENTION See Comments

COMMENTS Retain one copy of final version permanently, destroy all others.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0084-100

TITLE Statements of Lost Warrants

DESCRIPTION Copies of forms used to request re-issues of lost warrants.

RETENTION currnt fisc yr

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0085-100

TITLE System Users Access Records - Information Technology

DESCRIPTION Electronic or textual records created to control or monitor individual access to a system and its data for security purposes, including but not limited to, user account records, security logs, password files, firewall logs, and summary analyses/reports.

RETENTION See Comments

COMMENTS Retain until no longer of administrative value to the agency, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 2005-04-14

K.A.R. NUMBER 53-2-142

SERIES ID 0086-100

TITLE Technical Reference Files

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.

RETENTION See Comments

COMMENTS Retain until no longer useful, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0087-100

TITLE Telecommunications Logs

DESCRIPTION Registers recording incoming and outgoing telephone calls and fax transmissions.

RETENTION 6 months

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0088-100

TITLE Telephone Billing Records

DESCRIPTION Copies of computer billings received for telephone service.

RETENTION 003 fisc yrs

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0089-100

TITLE Travel Request and Authorization Records

DESCRIPTION Records related to employee travel.

RETENTION 003 fisc yrs
COMMENTS See also Travel Vouchers and
Vehicle Operation Records.
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0247-000
TITLE **Underground Storage Tank
Inspections**
DESCRIPTION Reports the monthly
tank readings on underground storage tanks
to document a facility's routine procedures
such as leak detection, inventory control,
tightness testing, monitoring and other
activities required to prevent product
releases into the environment as required by
the Underground Storage Tank Act and 40
CFR 280.45. These are reported to the
KDHE Storage Tank Section monthly.
RETENTION 5 cldr yrs
COMMENTS KDHE Environment Division
264-002 is responsible for keeping the
monitoring records for a period of 31 years.
DISPOSITION Destroy
RESTRICTIONS KSA 45-221(a)(1),
KSA 65-34, 108(d)
APPROVED 2017-07-27 ; Revised 2018-
10-29
K.A.R. NUMBER 53-2-196

SERIES ID 0090-100
TITLE **Vehicle Maintenance and
Ownership Records**
DESCRIPTION Documents related to
the legal ownership and maintenance of
office vehicles: maintenance logs, legal
titles, warranties, etc.
RETENTION See Comments
COMMENTS Retain for the life of the
vehicle, then transfer to subsequent owner or
destroy as appropriate. See also Equipment
Ownership and Maintenance Records.
DISPOSITION Destroy
RESTRICTIONS None

APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0091-100
TITLE **Vehicle Operation Records**
DESCRIPTION Documents related to
the use of office-owned motor vehicles.
RETENTION 003 fisc yrs
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0092-100
TITLE **Vendor Files**
DESCRIPTION Records concerning
purchases from specific vendors: invoices,
correspondence, vouchers, ledger books and
cards, etc.
RETENTION 005 fisc yrs
COMMENTS See also Vouchers and
Requisitions, Purchasing Records, Bid
Records, Contracts, and Accounts Payable
Records.
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0094-100
TITLE **Vital Statistics Records**
DESCRIPTION Registers, certificates,
and statistical summaries of births, deaths,
and marriages.
RETENTION Permanent
DISPOSITION Permanent
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0095-100
TITLE **Voice Mail Messages**
DESCRIPTION Sound recordings
produced by a voice mail system designed to
leave messages for the receiver.
RETENTION See Comments

COMMENTS Retain until no longer useful,
then destroy.

DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0096-100

TITLE **Vouchers and Requisitions -
Purchase**

DESCRIPTION Copies of documents
used to order and pay for goods and
services.

RETENTION 003 fisc yrs
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0097-100

TITLE **Vouchers - Journal**

DESCRIPTION Forms used to adjust
financial account balances.

RETENTION 003 fisc yrs
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0098-100

TITLE **Vouchers - Receipts**

DESCRIPTION Copies of documents
used to transfer funds received by agencies
from individuals and organizations into their
particular accounts.

RETENTION 003 fisc yrs
DISPOSITION Destroy
RESTRICTIONS None
APPROVED 1998-07-14
K.A.R. NUMBER 53-2-116

SERIES ID 0099-100

TITLE **Vouchers - Travel**

DESCRIPTION Copies of documents
used to certify the validity of claims for the
reimbursement of travel expenses.

RETENTION 003 fisc yrs

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0100-100

TITLE **Word Processing Files**

DESCRIPTION Electronic copies of
documents produced with word processing
programs.

RETENTION See Comments

COMMENTS When electronic documents
are only copy, disposition must be in
accordance with an approved schedule entry
for the specific records series. When used to
produce a hard copy that is maintained
according to approved schedule delete when
no longer useful.

DISPOSITION See Comments

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116

SERIES ID 0102-100

TITLE **Worker's Compensation Files**

DESCRIPTION Correspondence,
reports, financial records, and other records
used to document a worker's compensation
claim.

RETENTION See Comments

COMMENTS Retain full and final
settlement (closed) files 5 calendar years,
then destroy. Retain future medical or
benefit payment files (open) until closed
plus 5 calendar years, then destroy.

DISPOSITION See Comments

RESTRICTIONS Exempt from HIPAA
Act Sec. 164.512(l) and (a); 5 USC 552(a);
KSA 44-515(d)

APPROVED 2003-04-10

K.A.R. NUMBER 53-2-134

SERIES ID 0103-100

TITLE **Worker's Compensation Self-
Insurance Permit Files**

DESCRIPTION Includes application, permit, and supporting documents for permit issued by Kansas Department of Human Resources, Workers Compensation Division.

RETENTION See Comments

COMMENTS Retain until cancelled or expired, plus 5 calendar years, then destroy.

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 2003-04-10

K.A.R. NUMBER 53-2-134

SERIES ID 0101-100

TITLE **Work Orders and Logs**

DESCRIPTION Internal documents used to request and record requests for the performance of maintenance or other services.

RETENTION 003 fisc yrs

DISPOSITION Destroy

RESTRICTIONS None

APPROVED 1998-07-14

K.A.R. NUMBER 53-2-116