

## KUMC Record and Retention Schedule

Records	Explanation	Retention	Disposition	Comments	Restrictions	Authority
A/P	Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books & cards, etc.	3 yrs.	Destroy	See also Ledgers-General, Vouchers and Requisitions-Purchase, Vendor Files, Bid Records, & Purchasing Records	None	State General Schedule
A/R	Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.	3 yrs.	Destroy	See also Vouchers, Receipts	None	State General Schedule
Activity Report Records	Internal documents used to compile statistics on agency activities: traffic reports, activity logs, etc.	2 yrs.	Destroy	See also Employee Time Report Records	None	State General Schedule
Adding Machine or Calculator Tapes	Master tapes produced on business machines during bookkeeping.	See comments	Destroy	May be destroyed immediately unless required to document associated records-then retain in conjunction with those assoc. records.	None	State General Schedule
Annual & Special Reports	General & specific reports on agency activities	Retain until no longer useful	See comments	Retain until no longer useful, then transfer to the archives.	None	State General Schedule
Applications for Examination	Standardized form developed by the Department of Administration-Division of Personnel Svcs to determine if an applicant is qualified to take an examination for a specific classified position.	3 calendar yrs	Destroy		None	State General Schedule
Architectural Plans, Drawings, Maps, and Specifications	Records documenting the physical plant of the agency	Retain until no longer useful	See comments	Retain until no longer useful, then transfer to the archives for purging.	Portions per KSA 45-221(a)(12)	State General Schedule
Audit Reports	Results of audits conducted by the Legislative Division of Post-Audit and other state and/or federal auditing agencies.	5 fiscal yrs	Archives		None	State General Schedule
Banking Records	Bank statements, deposit books & slips, check registers, & cancelled checks	3 fiscal yrs	Destroy		None	State General Schedule
Batch Transmittal Forms	Completed forms used to transmit documents for mass computer input- includes both DA forms 199 and/or equivalent internal documents.	See comments	See comments	Retain in conjunction with transmitted documents, then Destroy.	None	State General Schedule
Bid Records	Documents related to bids, quotations, or estimates	5 fiscal yrs	Destroy	See also Purchasing Records, Vouchers and Requisitions, Accounts Payable Records, Contracts, & Vendor Files.	None	State General Schedule

Records	Explanation	Retention	Disposition	Comments	Restrictions	Authority
Budget Preparation Files, Annual	Documents used in the preparation of the annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.	5 fiscal yrs	See comments	Contact the archives for appraisal-if not accepted for transfer to the archives, then Destroy.	None	State General Schedule
Budget Requests & Appeals, Annual	Copies of budgets submitted yearly to the state legislature for approval & subsequent appeals: DA forms 400 thru 518 & associated supporting documents.	5 fiscal yrs	Archives		None	State General Schedule
Building & Grounds Maintenance Records	Documents associated with repairs & other maintenance to the physical plant of agency-does not include Work Orders & Logs (q.v.)	See comments	See comments	Retain records of minor maintenance activities for 3 fiscal yrs, then Destroy. Retain records of major maintenance activities for 10 fiscal years, then contact the archives for appraisal-if not accepted for transfer to the archives, then Destroy.	None	State General Schedule
Capital Improvement Projects Files	Records related to construction projects: correspondence, bids, specifications, plans, drawings, reports, notes, etc.	Retain until no longer useful	See comments	Retain until no longer useful, then transfer to the archives for purging. See also Architectural Plans, Drawings, & Specifications.	None	State General Schedule
CASK Reports: Daily Financial	Computer reports regarding agency financial status issued on a daily basis from the Division of Accounts & Reports to agencies in the Central Accounting System-Kansas.	See comments	See comments	Retain until no longer useful, then Destroy. Includes DAD001, DAD002, DAD003, DAD004, DAD005, DAD006, DAD007, DAD011, DAD013, AND DAD014. Schedule does not apply to originals maintained at Accounts & Reports.	None	State General Schedule
CASK Reports: Monthly Financial	Computer reports regarding agency financial status issued on a monthly basis from the Division of Accounts & Reports to agencies in the Central Accounting System-Kansas.	Retain until no longer useful	See comments	Retain until no longer useful, then Destroy. Includes: DAM001, DAM002, DAM004, DAFPM04, DAM005, DAM010, DAM0011, DAM013, DAM014, DAM116A, & DAM2XX series. Schedule does not apply to originals at Accounts & Reports.	None	State General Schedule
CASK Reports: Yearly Financial	Computer reports regarding agency financial status issued on a yearly basis from the Division of Accounts & Reports to agencies in the Central Accounting System-Kansas.	See comments	See comments	Retain until no longer useful, then Destroy. Includes DAY025, DAY068, DAY201, & DAY202. Schedule does not apply to original reports maintained at Accounts & Reports.	None	State General Schedule
Committee and Conference Files	Records relating to the establishment, organization, membership, policies, activities and accomplishments of internal, interagency, and advisory committees and conferences.	3 calendar yrs	Archives	Retain 3 calendar years, then transfer to the archives for purging	None	State General Schedule

Records	Explanation	Retention	Disposition	Comments	Restrictions	Authority
Computer System Documentation	Records related to the development, implementation, modification, & use of computer programs & systems.	Retain until no longer useful	See comments	Retain & dispose of in conjunction with associated computer programs & systems.	None	State General Schedule
Contracts	Legal agreements with individuals & organizations. Includes all associated documents, eg. DA-146 series.	See comments	See comments	Retain until expiration of contract plus 5 calendar years, then Destroy. See also Purchasing Records, Vendor Files, Accounts Payable Records, Bid Records, & Vouchers & Requisitions.	None	State General Schedule
Correspondence	Incoming & outgoing letters & memoranda.	Retain until no longer useful	See comments	Retain until no longer useful, then contact the archives for appraisal-if not accepted for transfer to the archives, then Destroy.	None	State General Schedule
Correspondence - Policy Related	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.	5 calendar yrs	Archives	Retain in office 5 calendar years, then transfer to the archives for purging.	None	State General Schedule
Correspondence - Routine	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.	See comments	Destroy	Retain until no longer useful, then Destroy		State General Schedule
Counseling Center Contact Files	Documents relating to the counseling received by students at the counseling center.	3 calendar yrs	Destroy		KSA 45-221(a)(1)	Agency Record Schedule
Deeds for Real Estate	Legal documents pertaining to the ownership of real property by state agencies.	Retain permanently	See comments	Retain permanently or transfer to the archives.	None	State General Schedule
Employee Personnel Files	Documents associated with the employment of specific personnel: employee evaluation forms, applications for employment, INS Residence Status forms, & other personnel materials.	See comments	See comments	Retain original file or abstracted work history for length of employee's tenure, plus 10 years, then transfer to the archives. Purge documents from file when no longer useful.	KSA 45-221(a)(4)	State General Schedule
Employee Personnel Files-Office Copies	Copies of documents in agency's Employee Personnel Files associated with employment of specific personnel (applications, evaluations, etc.) maintained for convenience of reference.	See comments	See comments	Retain for length of employee's tenure plus 5 calendar years, then Destroy.	KSA 45-221(a)(4)	State General Schedule

Records	Explanation	Retention	Disposition	Comments	Restrictions	Authority
Employee Position Descriptions	Formal descriptions of duties & other characteristics of particular employment positions: DA forms 281-2 & supporting documents.	Retain until superseded	See comments	Retain until superseded plus 3 years, then Destroy.	None	State General Schedule
Employee Time Report Records	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.	3 fiscal yrs	Destroy	Internal agency forms. See also Leave Requests.	KSA 45-221(a)(4)	State General Schedule
Employee Training Course Materials	Record copy of manuals, syllabi, textbooks and other training aids created for agency sponsored employee training programs.	See comments	Archives	Retain until training program is obsolete, then transfer one copy of each manual, syllabus, and textbook to the archives, Destroy the remainder. See also Employee Training Records.	None	State General Schedule
Employee Training Records	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.	See comments	Destroy	Retain 5 calendar years or until superseded, whichever is sooner, then Destroy. See also Employee Training Course Materials.	None	State General Schedule
Employee Withholding Allowance Certificates	Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks.	Retain until no longer in effect	See comments	Retain until no longer in effect, then Destroy provided four years have passed since date tax was due or paid (whichever is later).		
Employment Applications-Not Hired	DA forms 203 & supplementary materials submitted by unsuccessful applicants for employment.	3 calendar yrs	Destroy		KSA 45-221(a)(4)	State General Schedule
Employment Eligibility Verification Form	Immigration and Naturalization Service (INS) form I-9 completed by the employee verifying eligibility to work in the United States.	See comments	Destroy	Retain for length of employee tenure plus 3 years, then Destroy.	KSA 45-221(a)(4)	State General Schedule
Equal Employment Opportunity Grievance Files	Documents related to discrimination charges concerning employment made against an agency & subsequent investigations.	See comments	See comments	Retain 5 years after grievance is settled, then transfer to the archives.	KSA 45-221(a)(11) & (25)	State General Schedule
Equal Employment Opportunity Grievance Files	Documents related to discrimination charges concerning employment made against an agency & subsequent investigations.	See comments	See comments	Retain 5 years after grievance is settled, then transfer to the archives.	KSA 45-221(a)(11) & (25)	State General Schedule
Equal Employment Opportunity Plans	Documents related to agency compliance with laws & regulations concerning EEO/AA plans including the agency characteristic plan.	5 calendar yrs	Archives		None	State General Schedule

Records	Explanation	Retention	Disposition	Comments	Restrictions	Authority
Equipment Maintenance & Ownership Records	Documents related to the legal ownership & maintenance of agency equipment: legal titles, warranties, maintenance logs, etc.	See comments	See 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, & Vehicle Ownership & Maintenance Records.	None	State General Schedule
Equipment Operation Records	Documents related to the use of agency equipment (eg. photocopy logs, check-out forms, use request forms, etc.), including photocopiers, typewriters, computers, calculators, adding machines, etc.	3 fiscal yrs	Destroy	See also Equipment Ownership & Maintenance Records.	None	State General Schedule
Expendable Items Supply Requests, Internal	Documents used by subordinate organizations to order expendable supplies from central supply rooms	3 fiscal yrs	Destroy		None	State General Schedule
Faculty Records	Contracts, correspondence, etc. relating to faculty appointments to teaching or research positions at the medical center.	See comments	See comments	Retain in office 1 year after faculty has retired, appointment has expired or termination, then transfer to the university medical center archives.	None	Agency Record Schedule
Fiscal Operations Report/Student Financial Aid Application to Participate	Report listing students who have applied for financial assistance and maintained for convenience of reference.	See comments	Destroy	Retain in office 3 years after financial award, then Destroy a.k.a. FISAP.	KSA 45-221(a)(1)	Agency Record Schedule
Grant Files	Variety of documents dealing with applications for federal & private grants & the implementation of those received.	See comments	See comments	Retain 5 years after the end of the grant period, then transfer to the archives for purging.	None	State General Schedule
Hearing & Meeting Transcripts & Electronic Media Recordings	Records of agency hearings & other meetings: transcripts, audiotapes, videotapes, notes, etc.	Retain until no longer useful	See comments	Retain until no longer useful, then contact the archives for appraisal-if not accepted for transfer to the archives, then Destroy.	None	State General Schedule
Imprest Fund	Documents related to the administration & accounting of the imprest fund which allows an agency to use a local bank account as authorized by statute: DA form 152-"Checkbook Record--Imprest Fund."	3 fiscal yrs	Destroy		None	State General Schedule
Inventory Records, Expendable Property	Records of receipts, disbursements, & balances of office supplies & other expendable inventory materials.	3 fiscal yrs	Destroy		None	State General Schedule

Records	Explanation	Retention	Disposition	Comments	Restrictions	Authority
Inventory Records, Non-Expendable Property	Records related to capital equipment inventory management: DA forms 80 thru 83, computer reports from the Department of Administration, internal documents, correspondence, etc.	Retain until superseded	See comments	Retain until superseded by new inventory plus 3 fiscal years, then Destroy.	None	State General Schedule
Kansas Public Disclosure Commission Stmtms of Substantial Interest	Agency copies of statements of substantial interest requested on a yearly basis & files with the Secretary of State's office.,	1 calendar yr	Destroy		None	State General Schedule
KIPPS Reports	Computer reports concerning agency payroll issued on a periodic basis from the Division of Accounts & Reports to agencies in the Kansas Integrated Payroll System.	3 fiscal yrs	Destroy	See also Payroll Warrant Register, Time & Leave Reports, Agency Payroll Charges Reports, Funding Charges for Adjustments, and Annual & Sick Leave Reports. Not applicable to the Division of Accounts & Reports.	None	State General Schedule
Learning Resources/Services for Students with Disabilities Contact Files	Documents relating to students with disabilities or learning disorders seeking assistance from the counseling center.	3 calendar yrs	Destroy		KSA 45-221(a)(1)	Agency Record Schedule
Leases, Real Property & Capital Equipment	Documents related to the leasing of real estate & equipment.	Retain until superseded	See comments	Retain until superseded or inactive plus 5 calendar years, then Destroy.	None	State General Schedule
Leave Requests	Internal forms used to request & authorize the taking of leave by employees.	3 fiscal yrs	Destroy	See also Employee Time Report Records.	KSA 45-221(a)(4)	State General Schedule
Ledgers, General	General records maintained by agencies of financial receipts & expenditures normally used to monitor, manage, & verify agency budget.	3 fiscal yrs	Archives	This series includes only internal documents.	None	State General Schedule
Legislation Reference Files	Copies of bills, drafts of legislation, copies of statutes, notes, correspondence, & other miscellaneous documents related to various legislative activities.	Retain until no longer useful	See comments	Retain until no longer useful, then contact the archives for appraisal-if not accepted for transfer to the archives, then Destroy.	None	State General Schedule
Mailing Lists	Lists of names & addresses to whom mail is regularly sent.	Retain until updated	See comments	Retain until updated, then Destroy.	KSA 21-3914	State General Schedule
Material Safety Data Sheets	Documents relating to the precautions taken for the safe handling of the various hazardous chemicals used in the routine operation of the facility.	See comments	Destroy	Retain until updated, then Destroy.	KSA 21-3914	State General Schedule

Records	Explanation	Retention	Disposition	Comments	Restrictions	Authority
Memoranda of Understanding or Agreement, Inter-Agency	Formal agreements reached between state, local, and/or federal agencies	See comments	See comments	Retain until agreement becomes inactive plus 5 calendar years, then contact the archives for appraisal-if not accepted for transfer to the archives, then Destroy.	None	State General Schedule
Minutes	Proceedings of regular or special meetings of committees, commissions, & other standing or ad hoc organizations.	Retain until no longer useful	See comments	Retain until no longer useful, then transfer to the archives.	None	State General Schedule
Organizational charts and Reorganization Studies	Records documenting planned and actual changes in an agency's organizational structure over time.	3 calendar yrs	Archives		None	State General Schedule
Payroll Adjustment Records	Copies of documents & 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.	3 fiscal yrs	Destroy	This schedule does not apply to copies of these records maintained by the Division of Accounts & Reports. See also Payroll Deduction Authorization Records.	None	State General Schedule
Payroll Deduction Authorization Records, General	Documents used to authorize various deductions from an employee's pay: insurance enrollments, GHI enrollments, KPERS enrollments, KPERS Annual Account Statements, dues deduction forms, inc.	Retain until superseded	See comments	Retain until superseded or no longer in effect plus 1 calendar year, then Destroy. This schedule does not apply to W-4 forms (q.v.) or Payroll Direct Deposit Authorization Record (q.v.)	KSA 45-221(a)(4)	State General Schedule
Payroll Direct Deposit Authorization Records	Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.	Retain until no longer in effect plus 2 years	Destroy	Retain until no longer in effect plus 2 years, then Destroy.	KSA 45-221(a)(4)	State General Schedule
Payroll Warrant Registers	Monthly listing of warrant checks issued to state agency employees for payroll purposes.	3 fiscal yrs	Destroy		None	State General Schedule
Petty Cash Records	Documents related to petty cash accounting: DA-71 thru 73.	3 fiscal yrs	Destroy		None	State General Schedule
Photographic & Video Materials	Photo-prints, negatives, slides, films, & videotapes.	Retain until no longer useful	See comments	Retain until no longer useful, then contact the archives for appraisal-if not accepted for transfer to the archives, then Destroy.	None	State General Schedule
Policy & Procedures Manuals & Stmts	Original copies of formal explanations of agency policies & procedures issued in collective manual or individual statement formats	Retain until superseded	See comments	Retain until superseded or no longer in effect, then transfer to the archives.	None	State General Schedule

Records	Explanation	Retention	Disposition	Comments	Restrictions	Authority
Postal Records	Records concerning the use of the U.S. Postal Service & express companies: mailing logs, postage purchase reports, registered mail receipts, express company receipts, mailing permits, etc.	3 fiscal yrs	Destroy		None	State General Schedule
Press Releases	Public information issued to the news media.	Retain until no longer useful	See comments	Retain until no longer useful, then transfer to the archives.	None	State General Schedule
Programs & Invitations	Documents related to official agency functions.	Retain until no longer useful	See comments	Retain until no longer useful, then transfer to the archives.	None	State General Schedule
Property Disposition records, Non-Expendable	Copies of DA forms 110 and supporting documents used to remove capital equipment from the agency inventory.	3 fiscal yrs	Destroy		None	State General Schedule
Publications	Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the agency.	See comments	Archives	Retain in office 1 year, then transfer 2 copies to the archives and Destroy the remainder.	None	State General Schedule
Purchase Requests, Internal	Documents used by subordinate organizations to request purchases of goods & services through the agency central purchasing office.	3 fiscal yrs	Destroy	Retain for 5 fiscal years if record is subject to KSA 75-3740(e).	None	State General Schedule
Purchasing Records	Documents related to the purchase of goods & services: correspondence, vouchers, invoices, ledger books & cards, requisitions, etc.	3 fiscal yrs	Destroy	Retain for 5 fiscal years if record is subject to KSA 75-3740(e). See also Vouchers & Requisitions, Accounts Payable Records, Bid Records, Contracts, Ledgers-General, & Vendor files.	None	State General Schedule
Receipts Records, Cash	Records of cash received by the agency: receipt slips, receipt books, receipt ledgers, etc.	3 fiscal yrs	Destroy		None	State General Schedule
Records Mgmt Records	Documents related to the management of agency records including completed survey forms, inventories, & other miscellaneous materials such as correspondence or reference materials.	See comments	See comments	Retain survey forms & inventories until superseded, then contact the archives for appraisal of other documents-if not accepted for transfer to the archives, then Destroy.	None	State General Schedule
Recruitment Files	Variety of documents relating to the recruitment process for hiring employees to fill vacant positions	3 calendar yrs	Destroy		Portions per KSA 45-221(a)(4)	State General Schedule
Request for Access to Records	Documents related to requests for access to state agency responses prepared pursuant to KSA 45-218.	Retain until no longer useful	Destroy	Retain until no longer useful, then Destroy	None	State General Schedule



Records	Explanation	Retention	Disposition	Comments	Restrictions	Authority
Schedules, Office Activities	Internal forms & calendars used to schedule employee or office activities (calendars & appointment books, etc.)	Retain until no longer useful	Destroy	Retain until no longer useful, then Destroy.	None	State General Schedule
Scrapbooks & Albums	Collection of miscellaneous documents regarding agency activities.	Retain until no longer useful	See comments	Retain until no longer useful, then contact the archives for appraisal-if not accepted for transfer to the archives, then Destroy.	None	State General Schedule
SHARP Reports	Computer reports concerning agency payroll issued on a periodic basis from the Division of Accounts & Reports to agencies in the Statewide Human Resources Project.	See comments	Destroy	Retain electronic or paper copy 3 fiscal years, then Destroy. Not applicable to the Division of Accounts and Reports.	None	State General Schedule
Speeches & Writings	Notes, drafts, & final versions of agency related speeches, articles, talks, & other formal public communications published or given at meetings & conferences.	Retain until no longer useful	See comments	Retain until no longer useful, then transfer to the archives.	None	State General Schedule
STARS Reports: Daily Financial	Computer reports regarding agency financial status issued on a daily basis from the Division of Accounts & Reports to agencies in the Statewide Accounting & Reporting Systems.	Retain until no longer useful	See comments	Retain until no longer useful, then Destroy. Schedule does not apply to originals maintained at Accounts & Reports. Replaces the old CASK Reports. Includes: DAFR8010, DAFR8120, DAFR8210, DAFR8420, DAFR8101, etc.	None	State General Schedule
STARS Reports: Monthly Financial	Computer reports regarding agency financial status issued on a monthly basis from the Division of Accounts & Reports to agencies in the Statewide Accounting & Reporting Systems.	Retain until no longer useful	See comments	Retain until no longer useful, then Destroy. Schedule does not apply to originals maintained at Accounts & Reports. Replaces the old CASK Reports. Includes: DAFR8290, DAFR8300, DAFR8280, DAFR8070, DAFR8101, etc.	None	State General Schedule
STARS Reports: Yearly Financial	Computer reports regarding agency financial status issued on a yearly basis from the Division of Accounts & Reports to the Statewide Accounting & Reporting Systems.	Retain until no longer useful	See comments	Retain until no longer useful, then Destroy. Schedule does not apply to originals maintained at Accounts & Reports. Replaces the old CASK Reports. Includes: DAFR8290, DAFR8101, DAFR7680, DAFR8120, DAFR8210, etc.	None	State General Schedule
Statements of Lost Warrants	Copies of DA form 6 used to request re-issues of lost warrants.	current fiscal yr	Destroy		None	State General Schedule
Student Financial Aid Files	Documents relating to requests by students who have applied for and received any financial assistance.	See comments	Destroy	Retain in office 1 year, transfer to off-site storage for 4 years, then Destroy after annual audit by the Department of Education.	KSA 45-221(a)(1)	Agency Record Schedule
Student Immunization Records	Health history and immunization files for students enrolled at the medical center.	See comments	Destroy	Retain in office 5 years, transfer to off-site storage 5 years after graduation or date of last attendance, then Destroy.	KSA 45-221(a)(1)(3)	Agency Record Schedule

Records	Explanation	Retention	Disposition	Comments	Restrictions	Authority
Student Medical Records	Documents relating to individual students requesting and receiving medical treatment from the Student Health Clinic located in the medical center.	See comments	Destroy	Retain in office 5 years, transfer to off-site storage 5 years after graduation or date of last attendance, then Destroy.	KSA 45-221(a)(1)(3)	Agency Record Schedule
Student Records	Applications, transcripts, correspondence, etc. relating to individuals seeking admission to the medical center.	See comments	See comments	Retain in office 8 years, transfer to the off-site storage for 3 years, then transfer to the university medical center archives.	KSA 45-221(a)(1)	Agency Record Schedule
Student Status Confirmation Report	Report confirming the status and financial aid awarded to qualified students.	3 fiscal yrs	Destroy		KSA 45-221(a)(1)	Agency Record Schedule
Technical Reference Files	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.	See comments	Destroy	Retain until no longer useful, then Destroy.	None	State General Schedule
Telephone & Visitor Logs	Registers recording incoming & outgoing telephone calls, & visitors to the agency.	Retain until no longer useful	See comments	Retain until no longer useful, then contact the archives for appraisal-if not accepted for transfer to the archives, then Destroy.	None	State General Schedule
Telephone Billing Records, KANS-A-N	Copies of computer billings received from the Department of Administration & supporting documents concerning the use of the KANS-A-N telephone service.	3 fiscal yrs	Destroy		None	State General Schedule
Travel Request & Authorization Records	Records related to employee travel: DA forms 25 (Request for Out of State Travel) & various internal documents.	3 fiscal yrs	Destroy	See also Travel Vouchers & Vehicle Operation Records.	None	State General Schedule
Unclassified Position Files	Variety of documents maintained throughout the hiring process to assess the qualifications of candidates.	See comments	Destroy	Retain in office 3 calendar years, transfer to off-siter storage for 7 calendar years, then Destroy.	KSA 45-221(a)(11)(2 5)	Agency Record Schedule
Vehicle & Maintenance & Ownership Records	Documents related to the legal ownership & maintenance of agency vehicles: maintenance logs, legal titles, warranties, etc.	See comments	See comments	Retain for the life of the vehicle, then transfer to subsequent owner or Destroy as appropriate. See also Equipment Ownership & Maintenance Records.	None	State General Schedule
Vehicle Operation Records	Documents related to the use of state-owned motor vehicles: MP forms 1a, 2c, 3a, 3b, 10, 20, & internal agency forms.	3 fiscal yrs	Destroy		None	State General Schedule

Records	Explanation	Retention	Disposition	Comments	Restrictions	Authority
Vendor Files	Records concerning purchases from specific vendors: invoices, correspondence, vouchers, ledger books & cards, etc.	3 fiscal yrs	Destroy	Retain for 5 fiscal years if record is subject to KSA 75-3740(e). Se also Vouchers & Requisitions, Purchasing Records, Bid Records, Contracts, & Accounts Payable Records.	None	State General Schedule
Visitors Logs	Registers or logs used to record names of employees, outside contractors, service personnel, and other visitors admitted to agency facilities.	See comments	Destroy	Retain until no longer useful, then Destroy.	None	State General Schedule
Voice Mail Messages	Sound recordings produced by a voice mail system designed to leave e messages for the receiver.	See comments	Destroy	Retain until no longer useful, then Destroy.	None	State General Schedule
Vouchers & Requisitions, Purchase	Copies of documents used to order and pay for goods & services: DA forms 100 thru 109 and DA 120	3 fiscal yrs	Destroy	Retain for 5 fiscal years if record is subject to KSA 75-3740(e). This schedule includes all variations of the above forms mentioned, eg. DA-120 & DA-120P.	None	State General Schedule
Vouchers, Journal	DA forms 35 series used to adjust financial account balances.	3 fiscal yrs	Destroy		None	State General Schedule
Vouchers, Receipts	Copies of documents used to transfer funds received by agencies from individuals & organizations into their particular accounts: forms DA-3 series.	3 fiscal yrs	Destroy		None	State General Schedule
Vouchers, Travel	Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, & 123.	3 fiscal yrs	Destroy	Includes all variations of forms, eg. DA-121E & 121R, etc.	None	State General Schedule
Word Processing Files	Electronic copies of documents produced with word processing programs.	See comments	See comments	When electronic documents are only copy, disposition must be on an approved schedule. When used to produce hard copy that is maintained according to approved schedule - delete when no longer useful.	None	State General Schedule
Work Orders & Logs	Internal documents used to request & record requests for the performance of maintenance or other services.	3 fiscal yrs	Destroy		None	State General Schedule