

Kansas Administrative Regulations

Department of Administration

Article 13.—Records, Reports, Research and Evaluation of Personnel System

1-13-1a. Content of employees' official personnel records.

(a) The official personnel record of each state employee shall include the following information:

(1) Records showing the employee's hires, transfers, promotions, demotions, separations, changes of pay rates, leaves of absence, and any other changes in employment status;

(2) performance reviews, letters of reprimand and letters of rebuttal, and letters of commendation;

(3) the application for each position for which the employee was hired;

(4) letters of disciplinary action; and

(5) any other information related to state service that the appointing authority deems appropriate.

(b) The records specified in subsection (a) may be maintained in paper or electronic form or by using other appropriate media.

(c) The official personnel record of each state employee shall be transferred with the employee if the employee is appointed to a position in another agency.

(d) This regulation shall be effective on and after June 5, 2005.

(Authorized by K.S.A. 2004 Supp. 75-3747; implementing K.S.A. 75-2950 and K.S.A. 75-3746; effective May 1, 1983; amended Dec. 27, 1993; amended Dec. 17, 1995; amended May 31, 1996; amended June 20, 1997; amended June 5, 2005.)

***** Authenticated Kansas Administrative Regulation *****