

Kansas Administrative Regulations

Kansas Public Disclosure Commission

Article 63.—Lobbyist Reporting Provisions

19-63-6. Lobbyist's records.

Records in support of every report or statement filed shall be maintained and preserved by the lobbyist for five years from the date of filing the report or statement and may be inspected by and under conditions determined by the commission. At a minimum, each lobbyist shall maintain the following records: (a) A detailed account of all lobbying expenditures, including the following:

- (1) The full name and address of each person to whom the payment is made;
 - (2) the purpose of the expenditure;
 - (3) the date of the expenditure, including both the date of contracting and the date of payment; and
 - (4) the amount of the expenditure;
- (b) receipts and invoices to substantiate all expenditures and reimbursements;
- (c) all bills, statements, contracts, or other documentation for services relating to reportable lobbying activities;
- (d) the canceled check or copy supplied from a financial institution or other instrument by which payment for reportable lobbying activities was made;
- (e) a chart of accounts, if applicable;
- (f) a general ledger;
- (g) the following documentation for all bank and credit card accounts held or used in connection with lobbying activities, including any personal accounts used in connection with lobbying:
- (1) Account statements;
 - (2) deposit slips; and
 - (3) canceled checks or copies supplied from a financial institution;
- (h) lists of persons accepting gifts that shall be reported pursuant to K.S.A. 46-269 and amendments thereto;

(i) lists of persons consuming meals or attending entertainment or recreational events that shall be reported pursuant to K.S.A. 46-269 and amendments thereto; and

(j) contracts or agreements for lobbying services between the lobbyist and the lobbyist's employer or appointing authority.

(Authorized by K.S.A. 46-253; implementing K.S.A. 46-269; effective June 22, 1992; amended Jan. 23, 2004.)

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