

Kansas Administrative Regulations

State Records Board

Article 3.—General Records Retention Disposition Schedule for State Agencies

53-3-1. General records retention and disposition schedule for state agencies.

(a) A general schedule for the retention and disposition of state government records, as approved by the state records board on October 13, 1988, is adopted by reference. This schedule shall be followed in the retention and disposition of records in the custody of each state agency except that:

(1) Agencies may elect to retain records for longer periods of time than as stated in the general schedule.

(2) If other federal or state regulations require longer retention for specific records, the longer period shall prevail.

(3) All records required for state or federal audits shall be maintained until those audits are completed regardless of the retention periods appearing in the general schedule.

(b) The disposition of any state government records not included in the general schedule shall require authorization by the state record board unless that disposition involves transfer of records to the state archives. Each agency requesting disposition authorization shall submit the request through the state achivist.

(c) Copies of the general schedule for retention and disposition of state government records, as well as other schedules approved by the state records board, may be obtained from the state historical society's department of archives.

(Authorized by and implementing K.S.A. 75-3504, as amended by L. 1988, ch. 366; effective Dec. 5, 1988.)