

Approved Thomas F. Walker
Date

MINUTES OF THE HOUSE COMMITTEE ON GOVERNMENTAL ORGANIZATION

The meeting was called to order by REPRESENTATIVE THOMAS F. WALKER at
Chairperson

9:00 a.m. on WEDNESDAY, FEBRUARY 22, 1989 in room 522-S of the Capitol.

All members were present except:

- Representative Weimer - Excused
- Representative Wiard - Excused
- Committee staff present:
 - Carolyn Rampey - Legislative Research
 - Avis Swartzman - Revisor
 - Jackie Breymeyer - Committee Secretary

Conferees appearing before the committee:

- Tom Norris, State Records Specialist, Dept. of Archives, KS. St. Historical Society
- Gene Robben, CPA, Chairman of the State Board of Accountancy
- Representative Sam Roper, Sponsor of HB 2231
- Terry Denker, Director of Policy Analysis and Research, Dept. of Commerce
- Ron Fox, Vice Chairman, Coal Commission
- Bill Giles, United Mine Workers, Member of Coal Commission
- David Utermohlen, President, Alternate Fuels, Inc. and Member of Coal Commission
- Representative Shallenburger, Sponsor of HB 2245
- Zoel Parenteau, President and General Manager KPTS, Hutchinson/Wichita
- Harriet Lange, Executive Director, Kansas Association of Broadcasters
- Dale Anderson, General Manager, Channel 11
- Representative Dean, Sponsor of HB 2253

The meeting of the House Governmental Organization Committee was called to order by Representative Thomas F. Walker, Chairman. He stated the minutes would stand approved at the end of the meeting if there were no corrections or additions. There will be a Committee meeting Monday, February 27. Usually the Committee does not meet on Mondays, but because it is the last week to consider house bills, that day will be needed.

HB 2377 - Concerning rules and regulations; exempting certain rules and regulations from certain procedures

Mr. Tom Norris appeared in support of the bill, saying the bill request came from a concern over records retention and disposition as authorized for state records. Rules and regulation procedures are too rigid and cumbersome a process for general schedules. State and federal statutes, regulations, and audit requirements change frequently with little notice. Because of these factors, the State Historical Society is requesting that general records schedules which are approved by the State Records Board, be made exempt from the rules and regulations procedures as required by K.S.A. 77-415.
(Attachment 1)

As there were no other conferees on the bill, the Chairman declared the hearing closed on HB 2377.

HB 2384 - Board of Accountancy

Mr. Gene Robben spoke in support of the bill. He said that the bill would permit the Board to issue a temporary permit to any out-of-state CPA who holds a valid permit to practice in their own state. They would not have to have a Kansas certificate, or maintain an office in the state. They would have to pay a fee. The bill is necessary to eliminate uncontrolled practices of accountancy in the State of Kansas. Mr. Robben asked for the Committee's favorable action on the bill. (Attachment 2)

The Chairman asked for other conferees on the bill, seeing none, he closed the hearing on HB 2384.

Unless specifically noted, the individual remarks recorded herein have not been transcribed verbatim. Individual remarks as reported herein have not been submitted to the individuals appearing before the committee for editing or corrections.

CONTINUATION SHEET

MINUTES OF THE HOUSE COMMITTEE ON GOVERNMENTAL ORGANIZATION

room 522-S Statehouse. at 9:00 a.m. ~~xxx~~ on WEDNESDAY, FEBRUARY 22, 19 89

The Committee turned its attention to HB 2231 - Coal Commission

Representative Roper, bill sponsor, was first to address the bill. He asked the Committee's support in extending the Coal Commission for another two years. The Commission was created with a two-year life to help address some of the problems in the industry. There is still work to be done. He would hope the Committee would see fit to concur in this action to extend the Commission.

Terry Denker, Dept. of Commerce, spoke next. He said that when the Commission was established, it was funded by legislative appropriation, as well as private funds. A study was undertaken, a copy of which was presented to the Legislative Coordinating Council. Several bills have been drafted which relate to the recommendations in the study. Two bills relate to extension of the Coal Commission's functions. If these bills would pass, the Coal Commission would be necessary to oversee the proposed program and continue its effort to promote coal usage. (Attachment 3)

Ron Fox, Vice Chairman, Coal Commission, gave a short presentation. He asked for the Committee's support of the bill. He explained the coal industry relies heavily on the cooperative effort of government and industry. There is more work to be accomplished, which is why an extension is needed. (Attachment 4)

Bill Giles, United Mine Workers and Coal Commission member, made a few short statements in support of HB 2231. The Kansas Coal industry has been a devastated one in the past. The coal industry needs to be preserved for the State of Kansas. A twenty-two million dollar industry should be saved. He would hope the Committee would give its support for favorable passage of the bill.

David Utermohlen, President, Alternate Fuels, Inc., submitted a brief testimony. He stated that the coal industry is not only vital to the Southeastern Kansas area, but to the entire state as well. More time is needed by the Commission for continued research in marketing the coal resources in Kansas. (Attachment 5)

The chairman asked if there were any other proponents or opponents on the bill. As there were none, the Chairman closed the hearing on HB 2231.

The next bill on the agenda for the day was HB 2245 - Kansas Information Broadcast Network

Representative Shallenberger, bill sponsor, led the testimony on the bill. He gave some of the existing provisions of K.S.A. 75-4907 and pointed out line 52, which amends by establishing the Kansas Information Broadcast Network for the purpose of causing House and Senate sessions to be broadcast. Procedures for dealing with grants, financial aid and planning are outlined in K.S.A. 75-4910. Line 102 amended would deal with costs incurred with broadcasting and receiving. No fiscal note has been drafted, but it would take approximately two million dollars to start and two hundred thousand dollars a year to keep it going. Other cameras would be prohibited from filming, but interviews could still be given in both House and Senate. Representative Shallenberger asked for the Committee's favorable consideration of the bill. If nothing else, he would like to see this issue in an interim study. (Attachment 6)

Zoel Parenteau, KPTS, Hutchinson/Wichita, spoke in opposition to the bill. He said that Oklahoma's system is state-owned and operated. He said that extension of the Kansas Public Broadcasting Commission's authority into the area of public radio and public television programming would alter its role drastically. It would not be properly sheltered from political influences. Public broadcasting's role would be severely compromised. The public has the assumption that when government funds something, it is controlled by government, as well. Mr. Parenteau said that his station's credibility would be seriously eroded if it was perceived as broadcasting government generated and controlled coverage. (Attachment 7)

Harriet Lange, Executive Director, Kansas Association of Broadcasters, spoke next to the bill. Ms. Lange expressed some concerns about the bill. The concept is good, but the operation, coverage, and services aspects of the bill leave many areas unresolved. Rather than give the bill support or opposition, it could possibly be the subject of an interim study. (Attachment 8)

CONTINUATION SHEET

MINUTES OF THE HOUSE COMMITTEE ON GOVERNMENTAL ORGANIZATION,
room 522-S, Statehouse, at 9:00 a.m./~~p.m.~~ on WEDNESDAY, FEBRUARY 22, 1989.

Dale Anderson, Manager, Channel 11, distributed a map showing the areas ringed by the Topeka and Iola-Moran stations. (Attachment 9) He commented that the concentration and consolidation of policy decisions in a nightly report could remove decisions on what to view from the government. Whatever is done, it needs to be housed in the professional staff of a television entity.

The Chairman declared the hearing closed on HB 2245.

HB 2253 - Kansas Public Broadcast Commission

Representative Dean, bill sponsor, spoke to the bill. He gave Commission background and makeup. There are 4 public TV stations and 7 radio stations in the state. There needs to be a third public member appointed who is non-partisan, to be Chairman of the Commission. He mentioned the process of funding which, in this age of fiber optics, microwaves and micro computers is so necessary. This bill could also possibly be a subject for interim study.

Mr. Parenteau also spoke to this bill. He supports the bill and would like the Committee to consider going one step further and extend the terms of the Commissioners so new faces wouldn't be seen so often. He said they are constantly going back to 'square one'.

The Chairman, seeing no other conferees, declared the hearing closed on HB 2253.

The Chairman asked the Revenue and Water Committees to finish their work as the reports have to be in next week. Full meetings will be Monday, Wednesday and Friday, with Subcommittees meeting Tuesday and Thursday.

The meeting was adjourned.

COMMENTS CONCERNING HOUSE BILL NO. 2377

Presented to the House Committee on Governmental Organization
by Thomas D. Norris, State Records Specialist
Department of Archives
Kansas State Historical Society

I appreciate very much the opportunity to speak before the committee as the representative for the Kansas State Historical Society's Department of Archives. As custodian of the official state archives and because of our statutory obligation (see K.S.A. 45-406) to provide records management assistance to state agencies, this department is most concerned with the manner in which retention and disposition may be authorized for state records. Therefore, we have requested that H.B. No. 2377 be introduced in the legislature, a bill which we believe will be beneficial to the effective and efficient management of state government records if it were passed.

The State Records Board has the authority under KSA 75-3504 and 45-404 to approve and modify records retention and disposition schedules for state agencies. Such schedules provide continuing authority to agencies for the disposition of public records in their custody. According to an Attorney General Opinion from August of 1965, schedules for individual agencies fall within the exceptions to regulations which must be adopted in accordance with procedures specified under KSA 77-415 et seq. This is because these schedules apply to "specifically named persons or to a group which does not constitute a general class. . ." [KSA 77-415(4)b]. This is not the case with general records retention and disposition schedules, i.e. those schedules which apply to all state agencies. An Attorney General Opinion, dated July of 1972, states explicitly that these general schedules must be established and modified by regulations adopted by the State Records Board through the normal rule and regulation procedures.

At a recent public hearing, the State Records Board received comments to the effect that the rule and regulation procedures as defined by KSA 77-415 et seq. were too rigid and cumbersome a process for the promulgation of general schedules. This is due to the fact that a schedule must reflect various state and federal statutes and regulations, as well as various audit requirements, all of which change frequently and with little notice. Because of this and because records retention and disposition schedules under present statutes permit rather than require agencies to dispose of noncurrent records, the State Historical Society is requesting that general records schedules which have been duly approved by the State Records Board be made exempt from the rules and regulation procedures now required in KSA 77-415.

G. O.
Attach 1
2/22/89

RECORDS RETENTION/DISPOSITION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
UNIFORM COMMERCIAL CODE DIVISION

JANUARY 4, 1989

Additional Fee Slips

Copies of billing statements sent to UCC search requestors to collect additional fees due.

Minimum Retention Period: 003 fisc yrs

Disposition: destroy

Comments: This series is in accordance with General Schedule entry under "Accounts Receivable Records."

K.A.R. Number: 53-2-077

Date of Schedule: 01/26/89

Borg-Warner Lawsuit Case Records

Records related to the the Borg-Warner lawsuit: correspondence and search records.

Minimum Retention Period: see comments

Disposition: archives

Comments: Retain until no longer useful, then transfer to archives.

K.A.R. Number: 53-2-077

Date of Schedule: 01/26/89

Lapsed UCC Documents Log

Record of lapsed UCC filing documents: original filing #, name of debtor, file #, name of secured party, location, and date filed.

Minimum Retention Period: see comments

Disposition: destroy

Comments: Retain of in conjunction with associated "Uniform Commercial Code Filing Records" (q.v.) plus 3 calendar years, then destroy.

K.A.R. Number: 53-2-077

Date of Schedule: 01/26/89

Monthly and Weekly Reports

Regular statistical reports regarding activities in the UCC division.

Minimum Retention Period: see comments

Disposition: destroy

Comments: This series falls under General Schedule entry "Activity Report Records" and so may be destroyed after 2 fiscal years - however, they may be further retained until no longer useful.

K.A.R. Number: 53-2-077

Date of Schedule: 01/26/89

Search Request Documents

Records of requests for searches into the UCC Filings series - includes two sub-series: a) log of telephone requests and b) completed search request forms.

Minimum Retention Period: 010 cldr yrs

Disposition: destroy

Comments: A.k.a. "Searches" and "Search Request Forms."

K.A.R. Number: 53-2-077

Date of Schedule: 01/26/89

Terminations Log

Record of UCC filings which have been terminated: original filing #, name of debtors, file #, name of secured party, location, and date of filing.

Minimum Retention Period: see comments

Disposition: destroy

Comments: Retain in conjunction with associated "Termination Statements" (q.v.) plus 3 calendar years, then destroy.

K.A.R. Number: 53-2-077

Date of Schedule: 01/26/89

Terminations Statements

Orders to terminate a UCC filing: forms UCC1, UCC2, and UCC3.

Minimum Retention Period: 005 cldr yrs

Disposition: destroy

Comments:

K.A.R. Number: 53-2-077

Date of Schedule: 01/26/89

UCC Accounting Records

Records regarding receipts and refunds for charges to those filing UCC registrations or requesting UCC searches.

Minimum Retention Period: 003 cldr yrs

Disposition: destroy

Comments: This entry is in accordance with General Schedule under "Accounts Receivable Records."

K.A.R. Number: 53-2-077

Date of Schedule: 01/26/89

UCC Microfilm

Microfilm copies of "Uniform Commercial Code Filing Records" (q.v.), and "Termination Statements" (q.v.).

Minimum Retention Period: see comments

Disposition: destroy

Comments: Retain until no longer useful, then destroy.

K.A.R. Number: 53-2-077

Date of Schedule: 01/26/89

Uniform Commercial Code Filing Records

Original documents used to register liens for indebtedness under KSA 84-9-401 et seq.: forms UCC1, UCC1a, UCC2, and UCC3, and various oversize documents.

Minimum Retention Period: see comments

Disposition: destroy

Comments: Retain until filing has lapsed plus one calendar year, then destroy. A.k.a. "Numerics," "Alphas," and "Oversized Documents." See also "UCC Microfilm."

K.A.R. Number: 53-2-077

Date of Schedule: 01/26/89

1-4

GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
K.A.R. 53-3-1

STATE RECORDS BOARD
OCTOBER 13, 1988

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GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE

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Accounts Payable Records

Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: See also Ledgers - General, Vouchers and Requisitions-Purchase, Vendor Files, Bid Records, and Purchasing Records.

Date of Entry: 07/14/88

Accounts Receivable Records

Documents related to collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: See also Vouchers, Receipts.

Date of Entry: 07/14/88

Activity Report Records

Internal documents used to compile statistics on agency activities: traffic reports, activity logs, etc.

Minimum Retention: 002 fisc yrs Disposition: destroy

Comments: See also Employee Time Report Records.

Date of Entry: 07/14/88

Adding Machine or Calculator Tapes

Master tapes produced business machines during bookkeeping.

Minimum Retention: see comments Disposition: destroy

Comments: May be destroyed immediately unless required to document associated records-then retain in conjunction with those associated records.

Date of Entry: 07/14/88

Annual and Special Reports

General and specific reports on agency activities.

Minimum Retention: see comments Disposition: archives

Comments: Retain until no longer useful, then transfer to archives.

Date of Entry: 07/14/88

Architectural Plans, Drawings, Maps, and Specifications

Records documenting physical plant of the agency.

Minimum Retention: see comments Disposition: archives

Comments: Retain until no longer useful, then transfer to archives for purging.

Date of Entry: 07/14/88

Audit Reports

Results of audits conducted by Legislative Division of Post-Audit and other state and/or federal auditing agencies.

Minimum Retention: 005 fisc yrs Disposition: archives

Comments:

Date of Entry 07/14/88

Banking Records

Bank statements, deposit books and slips, check registers, and canceled checks.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments:

Date of Entry: 07/14/88

Batch Transmittal Forms

Completed forms used to transmit documents for mass computer input - includes both DA forms 199 and/or equivalent internal documents.

Minimum Retention: see comments Disposition: destroy

Comments: Retain in conjunction with transmitted documents.

Date of Entry: 07/14/88

Bid Records

Documents related to bids, quotations, or estimates.

Minimum Retention: 005 fisc yrs Disposition: destroy

Comments: See Purchasing Records, Vouchers and Requisitions,
Accounts Payable Records, Contracts, and Vendor
Files.

Date of Entry: 07/14/88

Budget Preparation Files, Annual

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

Minimum Retention: 005 fisc yrs Disposition: see comments

Comments: Contact Department of Archives for appraisal - if
not accepted for archives then destroy.

Date of Entry: 07/14/88

Budget Requests and Appeals, Annual

Copies of budgets submitted yearly to the state legislature
for approval and subsequent appeals: DA forms 400 thru 518
and associated supporting documents.

Minimum Retention: 005 fisc yrs Disposition: archives

Comments:

Date of Entry: 07/14/88

Building and Grounds Maintenance Records

Documents associated with repairs and other maintenance to
physical plant of agency - does not include Work Orders and

Logs (q.v.).

Minimum Retention: see comments Disposition: see comments

Comments: Retain records of minor maintenance activities for 3 fiscal years, then destroy. Retain records of major maintenance activities for 10 fiscal years, then contact Department of Archives for appraisal.

Date of Entry: 07/14/88

Capital Improvement Project Files

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

Minimum Retention: see comments Disposition: archives

Comments: Retain until no longer useful, then transfer to archives for purging. See also Architectural Plans, Drawings, and Specifications.

Date Entry: 07/14/88

CASK Reports: Daily Financial

Computer reports regarding agency financial status issued on a daily basis from Division of Accounts and Reports to agencies in the Central Accounting System - Kansas.

Minimum Retention: see comments Disposition: destroy

Comments: Retain until no longer useful. Includes DAD001, DAD002, DAD003, DAD004, DAD005, DAD006, DAD007, DAD011, DAD013, and DAD014. Schedule does not apply to originals maintained at Accounts and Reports.

Date of Entry: 07/14/88

CASK Reports: Monthly Financial

Computer reports regarding agency financial status issued on a monthly basis from the Division of Accounts and Reports to agencies in the Central Accounting System - Kansas.

Minimum Retention: see comments Disposition: destroy

Comments: Retain until no longer useful. Includes:
DAM001, DAM002, DAM004, DAFPM04, DAM005, DAM010,
DAM0011, DAM013, DAM014, DAM116A, and DAM2XX
series. Schedule does not apply to originals at
Accounts & Reports.

Date of Entry: 07/14/88

CASK Reports: Yearly Financial

Computer reports regarding agency financial status issued on
a yearly basis from Division of Accounts and Reports to
agencies in the Central Accounting System - Kansas.

Minimum Retention: see comments Disposition: destroy

Comments: Retain until no longer useful. Includes DAY025,
DAY068, DAY201, and DAY202. Schedule does not
apply to original reports maintained at Accounts
and Reports.

Date of Entry: 07/14/88

Computer System Documentation

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

Minimum Retention: see comments Disposition: see comments

Comments: Retain and dispose of in conjunction with
associated computer programs and systems.

Date of Entry: 07/14/88

Contracts

Legal agreements with individuals and organizations.
Includes all associated documents, eg. DA-146 series.

Minimum Retention: see comments Disposition: destroy

Comments: Retain until expiration of contract plus 5
calendar years, then destroy. See also Purchasing
Records, Vendor Files, Accounts Payable Records,
Bid Records, and Vouchers and Requisitions.

Date of Entry: 07/14/88

Correspondence

Incoming and outgoing letters and memoranda.

Minimum Retention: See comments Disposition: see comments

Comments: Retain until no longer useful, then contact Department of Archives for appraisal - if not accepted by archives, then destroy.

Date of Entry: 07/14/88

Deeds for Real Estate

Legal documents pertaining to ownership of real property by state agencies.

Minimum Retention: see comments Disposition: see comments

Comments: Retain permanently or transfer to archives

Date of Entry: 07/14/88

Employee Personnel Files

Documents associated with employment of specific personnel: employee evaluation forms, applications for employments, INS Residence Status forms, and other personnel materials.

Minimum Retention: see comments Disposition: archives

Comments: Retain for length of employee's tenure plus 20 years either in original or abstracted form. This does not include Payroll Deduction Authorization Records or documents superseded periodically (q.v.).

Date of Entry: 07/14/88

Employee Time Report Records

Records documenting time worked by individual employees on daily, weekly, or monthly basis: time sheets, time cards, attendance reports, absence reports, sign-in/out sheets, etc.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: Internal agency forms. See also Leave Requests.

Date of Entry: 07/14/88

Employee Withholding Allowance Certificates

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

Minimum Retention: see comments Disposition: destroy

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

Date of Entry: 07/14/88

Employment Applications - Not Hired

DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Minimum Retention: 003 cldr yrs Disposition: destroy

Comments:

Date of Entry: 07/14/88

Equipment Maintenance and Ownership Records

Documents related to legal ownership and maintenance of agency equipment: legal titles, warranties, maintenance logs, etc.

Minimum Retention: see comments Disposition: destroy

Comments: Retain for the life of the equipment, then transfer to new owner of equipment or destroy as appropriate. See also Equipment Operation Records, and Vehicle Ownership and Maintenance Records.

Date of Entry: 07/14/88

Equipment Operation Records

Documents related to use of agency equipment (eg. photocopy logs, check-out forms, use request forms, etc.), including photocopiers, typewriters, computers, calculators, adding machines, etc.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: See also Equipment Ownership and Maintenance
Records.

Date of Entry: 07/14/88

Expendable Items Supply Requests, Internal

Documents used by subordinate organizations to order
expendable supplies from central supply rooms.

Comments:

Minimum Retention: 003 fisc yrs Disposition: destroy

Date of Entry: 07/14/88

Hearing and Meeting Transcripts and Electronic Media Recordings

Records of agency hearings and other meetings: transcripts,
audiotapes, videotapes, notes, etc.

Minimum Retention: see comments Disposition: see comments

Comments: Retain until no longer useful, then contact
archives for appraisal - if not accepted into
state archives, then destroy.

Date of Entry: 07/14/88

Inventory Records, Expendable Property

Records of receipts, disbursements, and balances of office
supplies and other expendable inventory materials.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments:

Date of Entry: 07/14/88

Inventory Records, Non-Expendable Property

Records related to capital equipment inventory management:
DA forms 80 thru 83, computer reports from Department of
Administration, internal documents, correspondence, etc.

Minimum Retention: see comments Disposition: destroy

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

Date of Entry: 07/14/88

KIPPS Reports

Computer reports concerning agency payroll issued on a
periodic basis from Division of Accounts and Reports to
agencies in the Kansas Integrated Payroll System.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: Re: Payroll Warrant Register, Time & Leave
Reports, Agency Payroll Charges Reports, Funding
Charges for Adjustments, and Annual & Sick Leave
Reports. Not applicable to Division of Accounts &
Reports.

Date of Entry: 07/14/88

Leases, Real Property and Capital Equipment

Documents related to the leasing of real estate and
equipment.

Minimum Retention: see comments Disposition: destroy

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

Date of Entry: 07/14/88

Leave Requests

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

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: See also Employee Time Report Records.

Date of Entry: 07/14/88

Ledgers, General

General records maintained by agencies of financial receipts and expenditures normally used to monitor, manage, and verify agency budget.

Minimum Retention: 003 fisc yrs Disposition: archives

Comments: This series includes only internal documents.

Date of Entry: 07/14/88

Legislation Reference Files

Copies of bills, drafts of legislation, copies of statutes, notes, correspondence and other miscellaneous documents related to various legislative activities.

Minimum Retention: see comments Disposition: see comments

Comments: Retain until no longer useful, then contact Archives Department for appraisal - if not accepted for transfer to archives then destroy.

Date of Entry: 07/14/88

Mailing Lists

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

Minimum Retention: see comments Disposition: destroy

Comments: Retain until updated, then destroy.

Date of Entry: 07/14/88

Memoranda of Understanding or Agreement, Inter-Agency

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

Minimum Retention: see comments Disposition: see comments

Comments: Retain until agreement becomes inactive plus 5 calendar years, then contact Department of Archives for appraisal - if not accepted for transfer to archives then destroy.

Date of Entry: 07/14/88

Minutes

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

Minimum Retention: see comments Disposition: archives

Comments: Retain until no longer useful, then transfer to archives.

Date of Entry: 07/14/88

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-21series, DA-171 thru 177, DA-251 thru 262.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: This schedule does not apply to copies of these records maintained by the Division of Accounts and Reports. See also "Payroll Deduction Authorization Records" under Personnel Records schedules.

Date of Entry: 07/14/88

Payroll Deduction Authorization Records, General

Documents used to authorize various deductions from employee's pay: insurance enrollments, GHI enrollments, KPERS enrollments, KPERS Annual Account Statements, dues deduction forms, etc.

Minimum Retention: see comments Disposition: destroy

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.).

Date of Entry: 07/14/88

Payroll Direct Deposit Authorization Records

Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.

Minimum Retention: see comments Disposition: destroy

Comments: Retain until no longer in effect plus 2 years,
then destroy.

Date of Entry: 07/14/88

Petty Cash Records

Documents related to petty cash accounting: DA-71 thru 73.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments:

Date of Entry: 07/14/88

Photographic and Video Materials

Photo-prints, negatives, slides, films, and videotapes.

Minimum Retention: see comments Disposition: see comments

Comments: Retain until no longer useful, then contact
Department of Archives for appraisal - if not
accepted for transfer to archives then destroy.

Date of Entry: 07/14/88

Policy and Procedures Manuals and Statements

Original copies of formal explanations of agency policies
and procedures issued in collective manual or individual
statement formats.

Minimum Retention: see comments Disposition: archives

Comments: Retain until superseded or no longer in effect,
then transfer to archives.

Date of Entry: 07/14/88

Postal Records

Records concerning use of the U.S. Postal Service and
express companies: mailing logs, postage purchase reports,
registered mail receipts, express company receipts, mailing

permits, etc.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments:

Date of Entry: 07/14/88

Press Releases

Public information issued to the news media.

Minimum Retention: see comments Disposition: archives

Comments: Retain until no longer useful, then transfer to archives.

Date of Entry: 07/14/88

Programs and Invitations

Documents related to official agency functions.

Minimum Retention: see comments Disposition: archives

Comments: Retain until no longer useful, then transfer.

Date of Entry: 07/14/88

Property Disposition Records, Non-Expendable

Copies of DA forms 110 and supporting documents used to remove capital equipment from agency inventory.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments:

Date of Entry: 07/14/88

Purchase Requests, Internal

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

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: NOTE: Retain for 5 fiscal years if record is subject to KSA 75-3740(e).

Date of Entry: 07/14/88

Purchasing Records

Documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: See Vouchers & Requisitions, Accounts Payable Records, Bid Records, Contracts, Ledgers-General, and Vendor Files. NOTE: Retain for 5 fiscal years if record is subject to KSA 75-3740(e).

Date of Entry: 07/14/88

Receipts Records, Cash

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

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments:

Date of Entry: 07/14/88

Records Management Records

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

Minimum Retention: see comments Disposition: destroy

Comments: Retain survey forms and inventories until superseded, then contact Department of Archives for appraisal of other documents - if not accepted for transfer to archives, destroy.

Date of Entry: 07/14/88

Schedules, Office Activities

Internal forms and calendars used to schedule employee or office activities (calendars and appointment books, etc).

Minimum Retention: see comments Disposition: destroy

Comments: Retain until no longer useful, then destroy.

Date of Entry: 07/14/88

Scrapbooks and Albums

Collection of miscellaneous documents regarding agency activities.

Minimum Retention: see comments Disposition: see comments

Comments: Retain until no longer useful, then contact Department of Archives for appraisal - if not accepted into archives, then destroy.

Date of Entry: 07/14/88

Speeches and Writings

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

Minimum Retention: see comments Disposition: archives

Comments: Retain until no longer useful, then transfer to archives.

Date of Entry: 07/14/88

Statements of Lost Warrants

Copies of DA form 6 used to request re-issues of lost warrants.

Minimum Retention: currnt fisc yr Disposition: destroy

Comments:

Date of Entry: 07/14/88

Telephone and Visitor Logs

Registers recording incoming and outgoing telephone calls, and visitors to the agency.

Minimum Retention: see comments Disposition: see comments

Comments: Retain until no longer useful, then contact Department of Archives for appraisal - if not accepted by archives, then destroy.

Date of Entry: 07/14/88

Telephone Billing Records, KANS-A-N

Copies of computer billings received from the Department of Administration and supporting documents concerning use of KANS-A-N telephone service.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments:

Date of Entry: 07/14/88

Travel Request and Authorization Records

Records related to employee travel: DA forms 25 (Request for Out of State Travel) and various internal documents.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: See also Travel Vouchers and Vehicle Operation Records.

Date of Entry: 07/14/88

Vehicle Maintenance and Ownership Records

Documents related to legal ownership and maintenance of agency vehicles: maintenance logs, legal titles, warranties, etc.

Minimum Retention: see comments Disposition: destroy

Comments: Retain for life of the vehicle, then transfer to subsequent owner or destroy as appropriate. See also Equipment Ownership and Maintenance Records.

Date of Entry: 07/14/88

Vehicle Operation Records

Documents related to use of state-owned motor vehicles: MP forms 1a, 2c, 3a, 3b, 10, 20, and internal agency forms.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments:

Date of Entry: 007/14/88

Vendor Files

Records concerning purchases from specific vendors: invoices, correspondence, vouchers, ledger books and cards, etc.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: See Vouchers & Requisitions, Purchasing Records, Bid Records, Contracts, and Accounts Payable Records. NOTE: Retain for 5 fiscal years if record is subject to KSA 75-3740(e).

Date of Entry: 07/14/88

Vouchers and Requisitions, Purchase

Copies of documents used to order and pay for goods and services: DA forms 100 thru 109 and DA 120.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: This schedule includes all variations of the above forms mentioned, eg. DA-120 and DA-120P. NOTE: Retain for 5 fiscal years if record is subject to KSA 75-3740(e).

Date of Entry: 07/14/88

Vouchers, Journal

DA forms 35 series used to adjust financial account balances.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments:

Date of Entry: 07/14/88

Vouchers, Receipts

Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments:

Date of Entry: 07/14/88

Vouchers, Travel

Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123.

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments: Includes all variations of forms, eg. DA-121E and 121R, etc.

Date of Entry: 07/14/88

Work Orders and Logs

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

Minimum Retention: 003 fisc yrs Disposition: destroy

Comments:

Date of Entry: 07/14/88

STATE OF KANSAS
BOARD OF ACCOUNTANCY

GLEND A SHERMAN
BOARD SECRETARY
TELEPHONE (913) 296-2162



907 LONDON STATE OFFICE BUILDING
900 S.W. JACKSON STREET
TOPEKA, KS 66612

February 22, 1989

TO: House Governmental Organizations Committee

RE: HB 2384, relating to the Board of Accountancy

Thank you Chairman Walker, members of the Committee.

I am Gene Robben, CPA, Chairman of the State Board of Accountancy.

I want to thank you again for introducing HB 2384 and now I hope you will give it favorable consideration.

As a review, HB 2384 will permit the Board of Accountancy to issue a temporary permit to practice in Kansas to any out-of-state CPA who holds a valid permit to practice in their own state and who is not the holder of a Kansas certificate; does not maintain an office in this state; and pays a fee necessary to cover the cost of administering this proposed change in our Accountancy Act.

The temporary permit would allow the certified public accountant to work for up to six months in Kansas during any 12-month period. The bill would permit a six-month renewal if the holder of the temporary permit was working on a single, nonrecurring engagement. Otherwise, the temporary permit would be renewable each year for a six-month period.

The proposed amendments to K.S.A. 1-311, 1-316, 1-318 and 1-319 give the Board powers to discipline temporary permit holders and subjects them to the same set of unlawful acts as currently apply to Kansas CPAs.

HB 2384 will not apply to any out-of-state CPA who is temporarily practicing in Kansas solely on professional business incident to that CPA's regular practice in another state.

As I mentioned to you several weeks ago, this bill is necessary to eliminate the uncontrolled practice of public accountancy in this state by CPAs of other jurisdictions. Without this bill the Board of Accountancy has no standard for distinguishing between temporary practice, which it must allow under K.S.A. 1-317 and temporary practice which is not incident to a CPA's practice in another state.

*G. O.
Attach 2
2/22/89*

Passage of HB 2384 would aid in the protection of the public from less than acceptable work by out-of-state CPAs. Unfortunately, the Board receives several complaints annually regarding the work done by non-Kansas CPAs. Today, our only recourse is to advise the entity involved, and most generally it is a Kansas municipality or agency, to file a complaint with the Board of Accountancy in the CPA's home state. If the audit in question was of a Housing and Urban Development grant in Colby, Kansas, and the CPA conducting the audit was from Georgia, then the representatives from Colby would have to deal with the Georgia Board of Accountancy.

If HB 2384 becomes law, the State Board of Accountancy would be able to handle the complaint.

Mr. Chairman, I'll be happy to respond to questions.

Gene Robben

Testimony

Presented to:

The House Governmental Organization
Committee

on House Bill 2231

by

Terry E. Denker
*Director of Policy Analysis
and Research*

Kansas Department of Commerce

February 22, 1989

G.O.
Attach 3
2/22/89

Good morning ladies and gentlemen. My name is Terry Denker and I am the Director of Policy and Analysis and Research for the Kansas Department of Commerce and senior staff assistant to the Kansas Coal Commission.

The Kansas Coal Commission was created by act of the 1987 Kansas Legislature. The commission was established to study ways to expand existing markets and create new markets for Kansas coal. To enable the commission to address this task, the legislature appropriated \$12,500 in each of FY88 and FY89 to be matched on a one-to-one basis from private contributions. The private sector contributed \$22,200 over the two year period, thus allowing a total of \$44,400 available to conduct a study of the coal industry. The commission hired J.E. Sinor Consultants, Inc. to undertake a study which would meet the statutory requirements and recommend ways to increase Kansas coal usage. A copy of the study was presented to the Legislative Coordinating Council as prescribed by statute.

It is the intention of the commission to present the study to a joint meeting of the Senate and House Energy and Natural Resources Committees. Following presentation of the study, the commission will address several legislature bills which have been drafted relating to recommendations of the study. At the conclusion of these presentations, it is felt that the Kansas Coal Commission will have met the statutory obligations which it was created to address.

Two of the introduced bills, which are identical, refer to extension of the Kansas Coal Commission's function. Senate Bills 229 and 270 address the creation of a Coal Technology Fund from which dispersal of monies shall be reviewed and approved by the commission. This fund would be used to provide grants and financial aid to projects which qualify for federal clean coal technology monies and other projects which would burn Kansas coal.

If these bills are to pass, the Kansas Coal Commission would be necessary to oversee the program and continue its efforts to promote Kansas coal usage.

**Testimony
to the
Kansas House of Representatives
Committee on Governmental Organizations
On House Bill 2231**

**The
Honorable Thomas F. Walker, Chairman
February 22, 1989**

Chairman Walker, distinguished members of the Governmental Organization Committee, I come before you today asking for your support in extending the term of the Coal Commission. I appear today as the Vice-Chairman of that Commission. It has been an honor to serve on a commission which has accomplished something. This is evident from the report which the commission produced.

This Commission has been an example demonstrating the potential of government -- industry cooperation. The funding for the Commission required a fifty/fifty match. The private sector exceeded that match. This is from an industry which is not the strongest economically. However, the coal industry realizes that it's very existence in Kansas is dependent upon that cooperative effort of government and industry. However, more needs to be done.

The extension for at least one year, preferably two, of the Coal Commission would be a recognition that government and industry can work together. To ignore the extension would be tantamount to denying what you have labored long hours in these chambers for -- a potential for economic development and growth.

Thank you.

Ron Fox

*J. O.
Attach. 4
2/22/89*

ALTERNATE FUELS INC.

COAL MINING & RECLAMATION

"COAL FOR ENERGY"

DAVID C. UTERMÖEHLEN
PRESIDENT

GEORGE M. BARBERICH
VICE-PRESIDENT

LEWIS G. KALM
V.P. PRODUCTION

February 21, 1989

Representative Walker
Governmental Organization Committee
Mr. Thomas F. Walker, Chairman

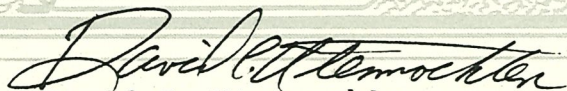
My name is David Utermoehlen and as a member of the Kansas Coal Commission (K.C.C.) and owner of Alternate Fuels, Inc., I am here to request your approval of House Bill No. 2231, to extend the existence of the K.C.C. until July 1, 1991.

Based on what happens to the current pending coal legislation, the K.C.C. could act as a stronger voice for the coal industry. We need the K.C.C. to help implement the various recommendations outlined in the Kansas Coal Utilization Report.

Coal is a complex issue but it is vital not only to Southeast Kansans' economy but also to the whole state. There are some economical and environmental issues to address before any legislation can pass this session. I feel additional time is needed to continue the research in marketing the large coal resources in Kansas.

I believe without the K.C.C. we would not have the facilities to achieve our goals. We desperately need the K.C.C. in order for the Kansas coal industry to stay alive.

Sincerely,



David C. Utermoehlen
President

DCU:ksl

P.O. BOX 769 ARMA, KS 66712 316-347-4791 OR 316-347-4451

2809 N. Broadway, P.O. Box 1268, Pittsburg, KS 66762 316-231-3290

G.O.
Attach 5
2/22/89

HB 2245 - KS. INFORMATION BROADCAST NETWORK

9:00 a.m.

Room 522-S

Tim Shallenburger
Representative 1st District

CHAIRMAN AND MEMBERS OF THE HOUSE GOVERNMENT ORGANIZATION
COMMITTEE:

Thank you for letting me appear before this committee
regarding HB 2245.

KSA 75-4907 provides for a Commission to administer proceeds
and develop plans for Statewide Public Broadcasting Stations.
Some of its existing provisions are:

1. Statewide equipment capability
2. Involving itself with appropriations process
3. Co-ordinating with Federal Agencies for matching
grant money.
4. Administer aid and assist in handling contributions.

HB 2245 amends on line 52 by establishing the Kansas
Informational Broadcast Network for purpose of causing House
and Senate sessions to be broadcast.

KSA 75-4910 establishes procedures dealing with grants,
financial aid, planning, etc.

HB 2245 amends on line 102 by assisting with costs incurred
with Broadcasting and Receiving the Kansas Informational
Broadcast Network.

- I. Appoint Legislative Broadcast Director
 - A. Non-Partisan Director of entire production and
in changes in scheduling.
- II. State Owned and Operated Camera & Recording Equipment
 - A. Camera Mounted in House and Senate
 1. Will eliminate the use of 10 cameras in the
back of chambers for the same shot
 2. Eliminates the need for lighting
 - B. Direct Feed to Press Room (TV) in Capitol
 1. Can record at will, without camera and
cameramen, on their own recorder.
 2. Can schedule thru Director for specific shots,
ie. (close-up on speaker, etc.)

*Y. O.
Attach⁶
2/22/89*

- C. Each Session Recorded and Kept in Library
 - 1. Copies available for Legislators at nominal expense.
- D. Capability of Live "Night Line" Interviews in a Timely Form with Outlying Areas (Satellite System)
- E. Production Capability for Press Releases, etc.

III. Make Recordings Available to Local Cable Companies through a grant process so they can carry KIBN at no expense and afford Kansans information relating to the proceedings and Kansas Government.

House Bill No. 2245
House Governmental Organization Committee
February 22, 1989

A. KPTS has the following reservations regarding HB 2245:

1. Extending the authority of the Kansas Public Broadcasting Commission into the area of public radio and public television programming would drastically alter its role from that of objective appraisal and policy-making to that of programmer for broadcasting purposes. (Section 1, new (h).)

a. The Public Broadcasting Commission is not properly shielded from political influences by virtue of its membership, nor its governmental positioning in the executive branch, to function effectively as a program decision-maker on behalf of public radio and television stations. A commission made up of legislators, appointed officials, appointed citizens, and designated bureaucrats would raise questions in the minds of viewers or listeners as to the integrity and validity of the coverage.

b. The current role of interpreting the needs of the public broadcasting stations to the governor and the legislature would be severely compromised by this new dual role.

2. Making grants to stations for origination or reception of the coverage of the legislature. (Section 2, (1), new sub par. (4))

a. This would invite stations to compete for said production coverage contracts, which would be substantial in dollar amounts, due to the costs of production and distribution.

(1) This could tempt stations to compromise journalistic and programming ethics in order to provide needed funds for staff and equipment.

(2) This could also serve to establish unhealthy competition and possible bidding wars between public radio and/or public TV stations vying for said contracts and the reputation of state network control center operator.

(3) The combined "dangled carrots" of money and prominence could result in inappropriate "ego-driven" decisions by the licensees of these public stations.

*G. S.
Attach. 7
2/22/89*

b. Again, the public assumes that when the government funds something, government controls it, as well.

3. Functional control of the Kansas Informational Broadcasting Network (KIBN) as described in New Sec. 3 is vague and a potential nightmare.

a. Section 3.(a) puts it under the jurisdiction and control of the Kansas Public Broadcasting Commission, our concerns about which have already been expressed.

b. Section 4. creates a new position within the division of legislative administrative services to be appointed by the director of legislative administrative services. This would suggest that the new position would be under the direction of the appointing director.

c. At the end of Section 4 it provides that other duties and functions would be performed as may be specified by the legislative coordinating council.

d. These three provisions establish a minimum of three masters: KPBC, Legislative Administrative Services, and the Legislative Coordinating Council. No individual would be capable of objectively and professionally awarding contracts to competing parties or making responsible programming decisions in such a vulnerable and politically charged environment.

4. The exclusivity provision in section 3 makes it even more problematical. It would suggest further that the coverage may be distorted, since ~~coverage by~~ other media would be denied access, leaving this the sole and suspected "sanitized" coverage available to the Kansas viewers and listeners.

B. As a result of the above, KPTS would never give serious consideration to broadcasting any coverage of the legislature produced by such a mechanism. Our credibility with the citizens of south central Kansas would be seriously eroded if we were ever perceived as willing to broadcast such government generated and controlled coverage.

Zoel Parenteau.
President and General Manager
KPTS, Hutchinson/Wichita

TESTIMONY
Before the House Governmental Organization Committee
By
Harriet Lange, Executive Director
Kansas Association of Broadcasters
February 22, 1989

RE: HB 2245

I am Harriet Lange, executive director of the Kansas Association of Broadcasters (KAB). The KAB is a state trade association representing 110 radio stations and 20 television stations in Kansas.

We appreciate the opportunity to appear before you on HB 2245 which provides for the establishment of a Kansas informational broadcast network for the purpose of broadcasting sessions of the legislature.

As I understand it, the intended effect of the bill is to increase statewide the amount of media coverage given the Kansas legislature. We agree that the public is better served when it is informed about the process and issues the legislature is considering.

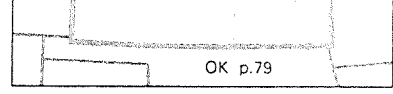
We have not had the opportunity to fully explore how the network would operate, what effect its establishment would have on stations that currently provide coverage, and the potential demand by other stations for the services to be provided by the network.

Therefore, rather than support or oppose passage of the bill in its current form, we ask that the bill be held over, or that it be the subject of an interim study. This would allow all parties involved to further explore the concept.

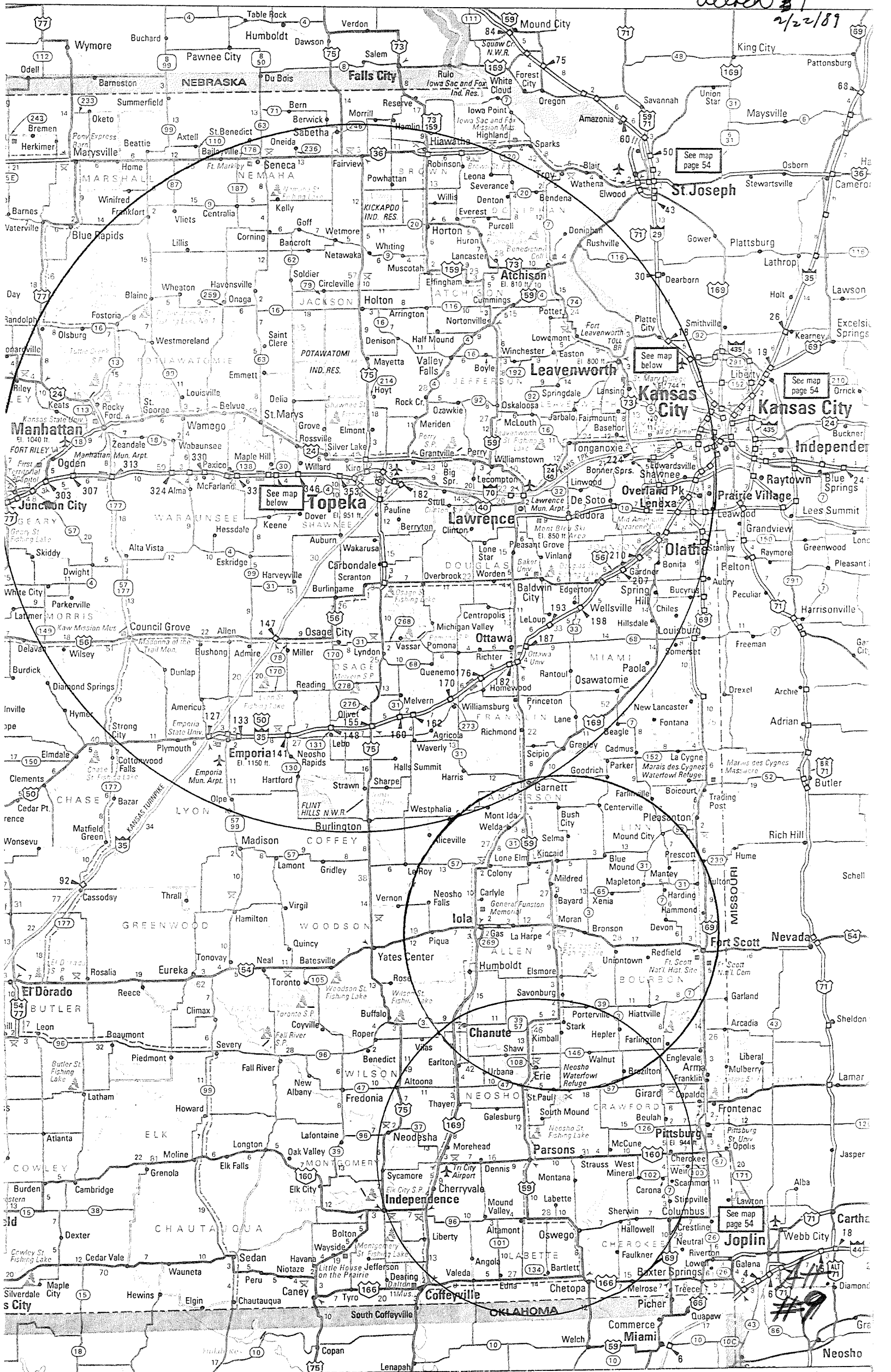
Thank you for your consideration.

*G.O.
Attach. 8
2/22/89*

Highways
 For explanation of all symbols, see pg. 1
 of counties and s, page 120.
 Mileage in red between red arrowheads, in black between intersections. Some interchange numbers indicate mileage.
 Population: 2,364,236 (32)
 Dimensions: N-S 205 miles, E-W
 Highest Point: Mt. Sunflower
 Capital: Topeka E
 Largest City: Wichita 16



Attach #9
 2/22/89



#9