

Kansas Records Retention Schedules

Results of Query:

Agency Code: **000-101 (Local Government Records. Board of County Commissioners)**

Page 1 of 1 showing 12 records of 12 total, starting on record 1

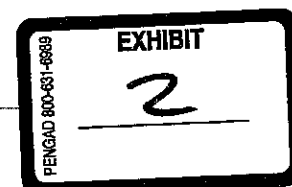
Agency Number: 000-101
Local Government Records
Board of County Commissioners

SERIES ID	0001-101
TITLE	Agenda Packets/Related Support Documents
DESCRIPTION	Agenda of business to be considered at regular and special sessions, showing nature of business, names of interested persons, date of hearing, date of continuances, and final disposition. Also contains minutes from last meeting and pertinent documents regarding items and issues on the agenda.
RETENTION	005 cldr yrs
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1999-04-15
K.A.R. NUMBER	53-2-119

SERIES ID	0003-101
TITLE	Board of Equalization Audio Tapes
DESCRIPTION	Taped record of proceedings of the Board of Equalization.
RETENTION	See Comments
COMMENTS	Retain until minutes are created, then reuse. It is recommended that minutes be created, if not, retain tapes permanently and inspect periodically to ensure integrity of the media.
DISPOSITION	See Comments
RESTRICTIONS	None
APPROVED	1999-04-15
K.A.R. NUMBER	53-2-119

SERIES ID	0002-101
TITLE	Board of Equalization Minutes
DESCRIPTION	Daily record of proceedings of the board. Contains date, members present, petitions for tax adjustments (includes petitioner's name, amount of original assessment, board's recommendation and date of adjustment).
RETENTION	Permanent
DISPOSITION	Archive
RESTRICTIONS	None
APPROVED	1999-04-15
K.A.R. NUMBER	53-2-119

SERIES ID	0004-101
TITLE	Budget/Budget Appeals
DESCRIPTION	Includes budget requests from county officers, notice of public hearings, resolutions of the commissioners and their correspondence and memoranda with the county officers, appeals, and the



RETENTION	final budget.
COMMENTS	See Comments
DISPOSITION	Retain 1 copy of the final budget and appeals permanently. All other supporting documentation should be retained 5 fiscal years, then destroy.
RESTRICTIONS	See Comments
APPROVED	None
K.A.R. NUMBER	1999-04-15
K.A.R. NUMBER	53-2-119
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SERIES ID	0005-101
TITLE	Charter Resolutions
DESCRIPTION	Contains original resolutions including resolution number, text of resolution, date and signature of the commissioners.
RETENTION	Permanent
DISPOSITION	Archive
RESTRICTIONS	None
APPROVED	1999-04-15
K.A.R. NUMBER	53-2-119
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SERIES ID	0006-101
TITLE	Commission Files
DESCRIPTION	Subject/working files pertaining to topics and issues being considered by the commissioners.
RETENTION	See Comments
COMMENTS	Retain until no longer useful, then destroy.
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1999-04-15
K.A.R. NUMBER	53-2-119
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SERIES ID	0007-101
TITLE	Commissioners' Journals
DESCRIPTION	Journal of proceedings of all regular and special sessions of the board of county commissioners includes some of the following: date, commissioners present, applications, bids, protests, petitions, bills, reports, resignations received, contracts awarded, claims allowed and disallowed, property acquired and disposed of, condemnation proceedings, boundaries changed, bonds issued, taxes levied, votes canvassed, township election contests decided, appointments made, resolutions adopted, orders issued, and all other transactions.
RETENTION	Permanent
DISPOSITION	Archive
RESTRICTIONS	None
APPROVED	1999-04-15
K.A.R. NUMBER	53-2-119
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SERIES ID	0008-101
TITLE	Departmental Files and Reports
DESCRIPTION	Contains correspondence, reports, press releases, news clippings, publications, reference copies of resolutions, and rules and regulations pertaining to the department.
RETENTION	005 cldr yrs
COMMENTS	Includes Monthly/Quarterly/Annual Reports of Departments.
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1999-04-15
K.A.R. NUMBER	53-2-119
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SERIES ID	0001-101

TITLE	Dockets
DESCRIPTION	See Agenda Packets/Related Support Documents
RETENTION	
DISPOSITION	
RESTRICTIONS	
APPROVED	
K.A.R. NUMBER	

SERIES ID	0007-101
TITLE	Minutes of Meetings
DESCRIPTION	See Commissioners' Journals
RETENTION	
DISPOSITION	
RESTRICTIONS	
APPROVED	
K.A.R. NUMBER	

SERIES ID	0009-101
TITLE	Orders Issued by County Commissioners
DESCRIPTION	Includes directives, policies and recommended procedures for implementation.
RETENTION	Permanent
DISPOSITION	Archive
RESTRICTIONS	None
APPROVED	1999-04-15
K.A.R. NUMBER	53-2-119

SERIES ID	0010-101
TITLE	Road Journal
DESCRIPTION	Journal of proceedings of county commissioners pertaining to the opening, closing, establishment, repair and maintenance of county roads, showing date of meeting, nature of petition, name of petitioner, name, number, and location of road. Arranged chronologically, index by topic or subject, if available.
RETENTION	Permanent
COMMENTS	May be obsolete in some counties. Often this information is included in the Commissioners' Journals but may also be maintained by another office such as Public Works or the County Engineer.
DISPOSITION	Archive
RESTRICTIONS	None
APPROVED	1999-04-15
K.A.R. NUMBER	53-2-119

[New Search](#)

WESTLAW

Kansas Administrative Regulations Currentness
Agency 53, State Records Board

KS ADC Agency 53, Art. 1 and 2, Reserved : KANSAS ADMINISTRATIVE REGULATIONS (Approx. 2 pages)

K.A.R. Agency 53, Art. 1 and 2, Reserved

Current through Volume 38, No. 5, January 31, 2019

K.A.R. Agency 53, Art. 1 and 2, Reserved, KS ADC Agency 53, Art. 1 and 2, Reserved

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Document**

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