

**A RESOLUTION ADOPTING THE AGING AGENCY RECORDS SCHEDULE
ENDORSED BY THE STATE RECORDS BOARD, PURSUANT TO THE
GOVERNMENT RECORDS PRESERVATION ACT (K.S.A. 45-404(c))**

WHEREAS, the Government Records Preservation Act (K.S.A. 45-404(c)) authorizes this Board of Sedgwick County Commissioners to order disposition of any noncurrent county government records after exceeding minimum retention periods set forth in schedules adopted by or endorsed by the State Records Board pursuant to the Act (K.S.A. 45-404(a)); and

WHEREAS, the State Records Board has endorsed a records and disposition schedule and made it available for adoption by all area agencies on aging, whether administered by non-profit corporations, by counties or by other units of local government; and

WHEREAS, the State Records Board has determined that any non-profit corporation board of directors, board of county commissioners or governing body of any other unit of local government responsible for administering an area agency on aging may adopt such records and disposition schedule, and may apply for its use in retaining and disposing area agency records; and

WHEREAS, Sedgwick County's Department of Aging, pursuant to interlocal governmental agreements among multiple counties and municipalities that created and operate the Central Plains Area Agency on Aging, is responsible for administering all activities of the Central Plains Area Agency on Aging, including management of records, to include any form of disposition, including destruction.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS, that the records retention and disposition schedule specific to area agency on aging records endorsed by the State Records Board and published as advice by the Kansas State Historical Society (attached as "Exhibit A" and made a part of this resolution) is adopted for use in retaining and disposing of records of the Central Plains Area Agency on Aging, and the County Records Manager, as liaison to the State Archivist and State Records Board designated in County Records Management Policy, is directed to promptly inform the State Records Board of this Board's action, pursuant to K.S.A. 45-404(c).

Commissioners present and voting were:

DAVID M. UNRUH	_____
TIM R. NORTON	_____
KARL PETERJOHN	_____
RICHARD RANZAU	_____
JAMES B. SKELTON	_____

Dated this _____ day of _____, 2013.

BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS

ATTEST:

KELLY B. ARNOLD, County Clerk

JAMES B. SKELTON, Chairman
Commissioner, Fifth District

DAVID M. UNRUH, Chair Pro Tem
Commissioner, First District

APPROVED AS TO FORM:



JENNIFER MAGAÑA
Deputy County Counselor

TIM R. NORTON
Commissioner, Second District

KARL PETERJOHN
Commissioner, Third District

RICHARD RANZAU
Commissioner, Fourth District

EXHIBIT A

Agency Number: 000-121
Local Government Records
Aging Office

Records retention schedules for local aging agencies are advisory only.

SERIES ID	0229-000
TITLE	Aging and Disability Services Client Records
DESCRIPTION	Client records contain a variety of documents regarding services received such as care assessments, client assessments, and billings.
RETENTION	007 fisc years
COMMENTS	NOTE: These are advisory schedules only.
DISPOSITION	Destroy
RESTRICTIONS	Restricted per HIPAA, KSA 45-221(a)(3)
APPROVED	2013-01-10
K.A.R. NUMBER	N/A

SERIES ID	0235-000
TITLE	Area Plans
DESCRIPTION	Plans submitted by area agencies on aging, used as the basis for grant funding decisions. These Area Plans contain information on aging program characteristics, objectives, coordination, and service levels.
RETENTION	See comments
COMMENTS	Retain 1 copy permanently, destroy the rest. NOTE: These retention schedules are advisory only.
DISPOSITION	See comments
RESTRICTIONS	None
APPROVED	2013-01-10
K.A.R. NUMBER	N/A

SERIES ID	0234-000
TITLE	Contractor/Vendor Assessments
DESCRIPTION	Variety of documents relating to the periodic assessments of contractors and vendors who provide contracted services for Aging and Disability Services.
RETENTION	See comments

COMMENTS Retain for 5 calendar years after expiration of contract, then destroy. NOTE: These retention schedules are advisory only.
DISPOSITION **Destroy**
RESTRICTIONS **None**
APPROVED 2013-01-10
K.A.R. NUMBER N/A

SERIES ID 0231-000
TITLE Home Care Based Services Billings
DESCRIPTION Variety of documents dealing with Home Care Based Services billing sheets, contracted targeted case management (TCM) billings and invoices, staff and contractor billings.
RETENTION **007 fisc years**
COMMENTS NOTE: These retention schedules are advisory only.
DISPOSITION **Destroy**
RESTRICTIONS **Restricted per HIPAA, KSA 45-221(a)(3)**
APPROVED 2013-01-10
K.A.R. NUMBER N/A

SERIES ID 0232-000
TITLE Program Assessment Reports
DESCRIPTION Report on the periodic evaluation of the effectiveness of each Area Agency on Aging.
RETENTION **See comments**
COMMENTS Retain one copy permanently. Retain duplicates until no longer useful, then destroy. NOTE: These retention schedules are advisory only.
DISPOSITION **See comments**
RESTRICTIONS **None**
APPROVED 2013-01-10
K.A.R. NUMBER N/A

SERIES ID 0233-000
TITLE Program Assessments - Working Files
DESCRIPTION Variety of documents relating to aging program assessments such as correspondence, notes, drafts, etc. relating to the preparation of the reports on the periodic evaluation of the effectiveness of each agency on aging.
RETENTION **See comments**

COMMENTS Retain until assessment is completed, then destroy. NOTE: These retention schedules are advisory only.
DISPOSITION **Destroy**
RESTRICTIONS **None**
APPROVED 2013-01-10
K.A.R. NUMBER N/A

SERIES ID 0230-000
TITLE Program Financial Records, Payments, and Reports
DESCRIPTION Variety of documents and reports related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc. for KDADS contractors/providers; some of these items are entered directly into the Kansas Aging Management Information System (KAMIS).
RETENTION **See comments**
COMMENTS Retain for 5 calendar years after expiration of contract, then destroy. NOTE: These retention schedules are advisory only.
DISPOSITION **Destroy**
RESTRICTIONS **None**
APPROVED 2013-01-10
K.A.R. NUMBER N/A