

<p style="text-align: center;">I m m e d i a t e I n t e r v e n t i o n P r o g r a m S t a n d a r d s</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services S t a t e o f K a n s a s</p>	<p><b>CHAPTER:</b></p> <p><b>DOCUMENTATION, REPORTING AND RECORDS</b></p>	<p><b>STANDARD NO.</b></p> <p><b>IIP-03-106</b></p>
	<p><b>SUBJECT:</b></p> <p><b>RETENTION SCHEDULE</b></p>	<p><b>PAGE: 1 of 1</b></p>
<p><b>REFERENCES: None</b></p>		<p><b>DATE ADOPTED: 02-01-2017</b></p> <p><b>DATE REVIEWED:</b></p>

**STANDARD:** Written policy, procedure and practice shall require Immediate Intervention Programs (IIP's) to comply with the retention schedule put forth by the Kansas State Historical Society. If any IIP is aware of any pending or reasonably likely litigation surrounding a file, contact the Kansas Department of Corrections (KDOC) Legal Division.

**DISCUSSION:** The Kansas State Historical Society's retention schedule is the minimum retention period for records. IIP's may retain the records longer if required by local policy and procedure. The Kansas State Historical Society's retention schedule for IIP's is five (5) years.

For assistance on compliance with the Kansas State Historical Society's retention schedule for local units of government please contact:

Kansas State Historical Society  
6425 SW 6<sup>th</sup> Avenue  
Topeka, KS 66615  
785-272-8681  
<http://www.kshs.org/index.htm>

**ATTACHMENTS:** None.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for immediate intervention programs operating through the board of county commissioners and their employees/contractors and youth participating in the immediate intervention process. They are not intended to establish state created liberty interests for immediate intervention programs or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to immediate intervention programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.