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 6th Avenue
Topeka, KS 66615
785-272-8681
http://www.kshs.org/index.htm

ATTACHMENTS: None.