

Juvenile Intake and Assessment System Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: DOCUMENTATION, REPORTING AND RECORDS	STANDARD NO. JIAS-03-105
	SUBJECT: RETENTION SCHEDULE	PAGE: 1 of 1
REFERENCES: None		DATE ADOPTED: 1-1-2015 DATE REVIEWED: 10-10-2014

STANDARD: Written policy, procedure and practice shall require the Intake and Assessment Program to comply with the retention schedule put forth by the Kansas State Historical Society. If any Intake and Assessment Program 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. Intake and Assessment Programs may retain the records longer if required by local policy and procedure. The Kansas State Historical Society’s retention schedule for Intake and Assessment Records 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>

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program 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 intake and assessment 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.