

Community Supervision Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>DOCUMENTATION, REPORTING AND RECORDS</b>	<b>STANDARD NO.</b>  <b>CSS-03-116</b>
	<b>SUBJECT:</b>  <b>RETENTION SCHEDULE</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: None</b>		<b>DATE ADOPTED: 1-1-2013</b> <b>DATE REVIEWED: 1-4-2017</b>

**STANDARD:** Written policy, procedure and practice shall require the Community Supervision Agency to comply with the retention schedule put forth by the Kansas State Historical Society. If any Community Supervision Agency is aware of any pending or reasonably likely litigation surrounding a file, contact the Kansas Department of Corrections-Juvenile Services Legal Division.

**DISCUSSION:** The Kansas State Historical Society’s retention schedule is the minimum retention period for records. Community Supervision Agencies may retain the records longer if required by local policy and procedure. The Kansas State Historical Society’s retention schedule for Community Supervision Agency 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 6<sup>th</sup> 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 community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders 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.