

# Kansas Attorney General Derek Schmidt's Office

## Records and Email Retention Checklist

### TOSS IT

- X Personal and unrelated to state business
- X Promotional or unsolicited information, e.g., spam or junk mail
- X Blank forms
- X Duplicates or extracts of another record
- X Information concerning state business of temporary importance that is no longer useful

**What is it?** Personal, phone or voice mail messages; general office announcements; draft documents (unless you have to keep the draft due to other professional standards); incoming list serve messages; invitations and responses to meetings; replies to routine questions; thank you messages; attachments to email that are the same as records already stored and managed somewhere else; "cc" copies of reports or memos; other records that send or share information of temporary importance.

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### FILE IT

- ✓ States decisions
- ✓ Outlines procedures
- ✓ Shows action
- ✓ Gives guidance
- ✓ Is unique
- ✓ You're not sure

**What is it?** Correspondence; personnel files; victim services claim files; fiscal year budget information; vendor and purchasing files; open records requests; travel records; contracts; payroll records.

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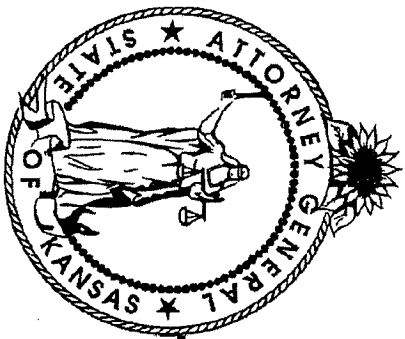
### SAVE IT

- ✓ Issues policy
- ✓ Required to perform primary agency functions
- ✓ Historical significance due to age
- ✓ Documents agency history
- ✓ Critical to operational continuity in the event of disaster
- ✓ Litigation hold

**What is it?** Policy correspondence, memos, statements and manuals; meeting minutes; case files; consumer protection enforcement action files; press releases; speeches, testimony and articles by AG; concealed carry investigation files; KOMA/KORA enforcement files; legislative relations files; budget requests and appeals; general ledgers; EEO grievance and investigation files; IT disaster preparedness and recovery plans; deeds for real estate; Formal AG Opinions.

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**Be sure to shred any sensitive or confidential information that does not need to be kept AFTER confirming with Records Retention Officer!**



# Evidence Control Procedure

## Retention and disposition of records relating to evidence

- Must follow:
  - Court orders—must have to destroy trial evidence
  - Public Records Preservation Act, K.S.A. 45-401 *et seq.*
  - State record retention schedules
  - AG Evidence Control Procedure
  - AG Record Retention Policy—No record destruction while investigation or litigation pending or reasonably anticipated. Must obtain signatures of Division Deputy, Chief Deputy, Agency Records Officer and Division Records Officer **BEFORE** any records, including evidence, can be disposed of per records retention schedule or court order.
- 7 New retention schedules relating to evidence