Kansas

Entered the Union: 1861

Population (est. 1994):
2,554,000 Rank: 32/50

Land Area (square miles):
81,823 Rank: 13/50

State Historical Records Coordinator:
Ramon S. Powers, Executive Director
Kansas State Historical Society
6425 SW Sixth Street, Topeka, KS 66615-1099
Telephone: (913) 272-8681, ext. 202
Internet: histsos@acc.wuacc.edu

ARCHIVES AND RECORDS PROGRAM

State Archives Established:
1905

State Records Management Initiated:
authorized in 1950s; funded in 1992

Archives and Records Management Placement
Kansas State Historical Society, Library and Archives Division

FINANCES

Total State Govt Expenditures (1993):
$5,274,778,000

Total Budget, Library and Archives Division (FY 1994):
$1,513,732

See "Notes" section, below, for program elements included in budget and FTEs.

Percent of Total State Expenditures Allocated to Library and Archives Division: 0.029%

Division funding has been relatively stableover last 2 years.

STAFFING

State Government FTEs (1992):
47,882

Archives & Records FTEs (1994):

Total	11
Archives	6
Records Mgt	5

Number of Archives/Records FTEs per 1000 State FTEs:
0.23

Average earnings for all full-time state employees
(Oct. 1992): $26,292 per year

Salary ranges for entry level professionals
Archivist I $24,876

HOLDINGS

Library and Archives Division holdings:

Paper records	Government	28,466	cu. ft.
	Nongovernment	7,763	cu. ft.
Microfilm (total no. of rolls)		98,000	rolls
Photographs		480,000	items
Films, videos, audio tapes		6,576	items
Maps, blueprints, drawings		25,000	items
Books, other printed items		24,680	lin. ft.
Newspapers		16,000	cu. ft.

Stored in Records Center

Paper records	Government	19,591	cu. ft.
	Nongovernment	0	cu. ft.

Stored at Kansas Museum of History

Microfilm (total no. of rolls)	95	cu. ft.
Computer tapes	40	cu. ft.

ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided by Library & Archives Division (FY 1994) including but not limited to archival reference:

Individual daily visits	17,475
Mail requests	2,803
Telephone requests	4,774

Reference activity has been relatively stable over last 2 years.

Services provided free of charge:
Use of reference room
Answers to in-state mail requestscont.

Descriptions of holdings are provided through:

World Wide Web home page:
http://history.cc.ukans.edu/heritage/kshs/kshs1.html

Nonelectronic finding aids available at State Archives describe
10% of the holdings at the series level.

Automated finding aids accessible in-house describe 100% of holdings at the series level.

Microfilm of state census and many other microfilmed holdings available in- and out-of-state through interlibrary loan.

Access to Records in State Archives, cont.

Reference services, cont.

Services provided for a fee:

Answers to out-of-state mail requests
Photocopies and faxes of documents or finding aids
Commercial use of documents/photos

Out-of-state research fee was initiated in last 2 years.

FACILITIES

State Archives Building

(owned by Kansas State Historical Society)

Constructed: 1914 Renovated: 1960s

Total storage capacity: 17,000 cu. ft. for state & local records

Percent now occupied: 100%
Already full to capacity
New building under construction.

An additional building owned by the state is used to store 40% of holdings.

Existing environmental controls**:**

100%	year-round temperature controls
0%	year-round humidity controls
100%	fire detection
0%	fire suppression

State Records Center

(rented by Kansas State Historical Society)

Constructed: 1980s

Total storage capacity: 23,214 cu. ft.
Percent now occupied: 75-80%
Will be full within 5 years
Plan to rent additional space

Existing environmental controls**:**

20%	year-round temperature controls
0%	year-round humidity controls
100%	fire detection
0%	fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by Library and Archives (FY 1994):

No. of agencies served 35 (state agencies)
N/A (local govt officials)

No. of local government units (1992):

105	counties	324	school districts
627	municipalities	1,506	special districts
1,355	townships		

Services to state and local government agencies

Training and consultations
Conservation/preservation
Labor in agencies (inventorying, processing, conservation)

State Archives may accept original records from local governments as a repository of last resort.

MICROGRAPHICS

Microfilming activities by Kansas State Historical Society

(includes all activities for FY 1994, not just archives)

Source document microfilming	1,226	rolls
Processing	1,226	rolls
Duplicating	6,336	rolls

There are no centralized micrographics services in Kansas for state and local government agencies.

Library and Archives Division has experienced redox problems.

Historical Society stores security microfilm for some state agencies.

PRESERVATION POLICIES AND SERVICES

Preservation activities by State Archives (FY 1994)

1,200 items rehoused

Library and Archives Division does not have a written preservation plan or a written disaster plan.

Division has a preservation manager but not a trained, full-time conservator.

Kansas has a statewide preservation plan developed by the Library Network Board in which the Kansas State Historical Society participates. The state does not have a disaster response team.

AUTOMATED APPLICATIONS

State Archives uses the following automation applications:

Finding aids	dBase
Accessioning	dBase
Inventory control	dBase
Records scheduling	dBase
Correspondence	Word Perfect
Space management	dBase
Bookkeeping system	Lotus and state

Electronic Mail
Library and Archives Division staff has one point of access to electronic mail through an outside provider that allows them to communicate with outsiders via the Internet. NASIRE reports that Kansas has statewide electronic mail.

ELECTRONIC RECORDS

Library and Archives Division does not have a program for electronic records.

Division has surveyed/inventoried and scheduled dispositions for electronic records.

Division provides security storage for and has accessioned electronic records.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES

Definition of a record
1992 statute
Includes electronic records but not electronic mail.

Public's right to access to government records
provided in 1983 statute, amended 1995.

Restrictions to specific classes of records
provided, expire after 70 years for some records through Open Records Act and agency-specific legislation.

Permanent paper standards
1992 statute

Optical imaging standards
None

Admissibility of microfilm
Statute amended 1992

Admissibility of optical images
None

Admissibility of electronic records
None

Theft/defacement of a public record
1970 statute

Replevin
None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management
No activity reported.

Information Policy Coordination
No activity reported.

Government Information Locator Service
No activity reported.

Electronic Access to Government Information and Services
NASIRE reports that the Information Network of Kansas (INK), a fee-based service, has been implemented .

NGA reports that the Governor's office has installed an image system to better manage and respond to the 250 pieces of mail the governor receives daily.

Information Network of Kansas (INK)
telnet://inkguest@ink.org/

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS

New Records Center [NAGARA Clearinghouse 10:1 (Winter 1994)]

Governor's Task Force on Records and Information Management [NAGARA Clearinghouse 10:1 (Winter 1994)]

Kansas History Center to Open September 1995
[NAGARA Clearinghouse 11:2 (Spring 1995)]

1993 NEH Preservation Plan

Report First State Records Management Manual
issued Summer 1995

SHRAB ACTIVITIES

Local Government Records Microfilming Project
[NAGARA Clearinghouse 11:2 (Spring 1995)]

Electronic Records Consultant Grant Proposal Pending
To be decided at next NHPRC meeting

FOR FURTHER INFORMATION

State Archives (after 9/8/95)
Patricia Michaelis, State Archivist
Kansas State Historical Society
6425 SW Sixth Street, Topeka, KS 66615-1099
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Records Management
Cynthia Shively, State Records Manager
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6425 SW Sixth Street, Topeka, KS 66615-1099
Telephone: (913) 272-8681, ext. 288

Notes

Program elements included in Archives and Records Management budget and FTE figures:

The percentages and rankings for the budget figures are disproportionately high because the allocation to the Library and Archives Division covers more than just the state archives and records functions reflected in the allocations for most other states.

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Kansas budget and personnel figures also cover

- service to local governments
- preservation microfilming
- records preservation
- records center

The Kansas State Historical Society also must pay space charges for the records center facilities out of its budget.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHRC	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: Patricia A. Michaelis, Division Director and State Archivist, Kansas State Historical Society, 6425 SW Sixth Street, Topeka, KS 66615-1099. Telephone: (913) 272-8681.

Estimated State Population (July 1, 1994):
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:
U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization.*

E-mail and Information Policy and National Information Infrastructure
NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.