



KBA Kansas and Federal Record Retention Guide

The KBA Kansas and Federal Record Retention Guide is a publication that supplies bankers with the latest information about *state* and *federal* record retention requirements for Kansas banks. The easy-to-use format provides information by document-type, as well as by regulatory requirement. Topics include:

- Administration
- Credit / Lending
- Trusts and Investments
- Disposal of Consumer Information
- Kansas Law on Reproduction of Records
- Military Lending
- E-Sign Act
- PLUS many more topics!
- Deposit Operations
- Other Banking Services
- Regulatory Compliance
- Building a Comprehensive Records Management Program
- Electronic Record Keeping for National Banks
- Sample of Record Retention Policy/other forms
- Human Resources
- Flood Insurance

The KBA Record Retention Guide is in an easy-to-use flash drive format. Banks will be able to load the guide on the bank's computer system so that multiple users will have access to the information. Its format will provide users with basic key word search capabilities.

Pricing:

Members - \$95 plus tax
Non-members - \$195 plus tax
(an invoice will be included with the drive)

The guide will be updated on an as-needed basis, but no more frequently than once per year. After the initial cost, a fee of \$50/\$95 (plus tax) will apply to future updated guides.

KBA Kansas and Federal Record Retention Guide Order Form

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