

STATE OF KANSAS

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Department of Revenue  
Division of Property Valuation

**DIRECTIVE #92-003**

**TO: County Appraisers and County Commissioners**

**SUBJECT: Appraisal Maintenance Plan and Budget**

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This directive is adopted pursuant to the provisions of L. 1992, ch. 249, § 1, and shall be in force and effect from and after the Director's approval date.

The county appraiser shall prepare an appraisal maintenance plan for the approval of the Director of Property Valuation. The plan shall be submitted by July 1 of each year, detailing the maintenance for the following calendar year, in accordance with the maintenance specifications. The 1993 appraisal maintenance plan shall be submitted on or before December 31, 1992.

The county appraiser shall submit a quarterly report detailing the progress of the appraisal maintenance project.

The county appraiser shall prepare and submit to the Director for review a budget adequately funding all real and personal property functions of the appraiser's office.

The county shall comply with the Division of Property Valuation's approved list of vendors, contractors and consultants. The county shall have all contracts for appraisal and mapping services approved by the Director of Property Valuation.

Approved: \_\_\_\_\_  
(Date)

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David C. Cunningham  
Director of Property Valuation