

State Records Board  
Special meeting, 19 August 2014  
Kansas Historical Society, Executive Conference Room

Present: Lisa Mendoza, chair, Attorney General's designee  
John Yeary, Secretary of Administration's designee  
Bill Sowers, State Librarian's designee  
Matt Veatch, State Archivist

Not present: Pat Michaelis, Kansas Historical Society Executive Director's designee

Also present: Marcella Wiget, Kansas Historical Society (KSHS)  
Joanna Hammerschmidt, KSHS

Ms. Mendoza called the meeting to order at 8:33 a.m.

Ms. Mendoza requested this meeting after receiving an email from Jennie Chinn, Executive Director of the Kansas Historical Society (KSHS), regarding two draft policies on information technology security from the Information Technology Executive Council (ITEC). Ms. Chinn and other KSHS staff were concerned regarding how records (also known as information assets in these policies) were treated. Ms. Mendoza requested that the board meet to discuss feedback to ITEC and assist her in drafting a letter with the board's overarching concerns.

Mr. Veatch suggested that his main concerns in these policies regarded the lack of statutory reference to definitions of records, how confidential information is defined in the state of Kansas, and so forth. He suggested leading the letter with paragraph numbered 5.

Mr. Yeary liked that there were several suggested language options provided and suggested that the board should provide more such language options. Mr. Veatch noted that Bryan Dreiling of the Kansas Information Technology Office had often been receptive to records management language when provided by State Archives staff, but that this policy was written by the new IT Security Officer.

Discussion turned to how much authority the State Records Board has. ITEC has jurisdiction over all three branches of government; the board traditionally has only had authority over executive-branch state agencies. The board began looking at the Public Records Act, K.S.A. 75-3501 et seq., noting particularly language in K.S.A. 75-3504 that orders the State Records Board to safeguard state agency records.

The board saw this draft policy as an opportunity to expand understanding knowledge of records management governance across the state enterprise. Mr. Veatch noted that there is a section on training in these policies, and this could be an opportunity to expand records management training in the state.

Mr. Veatch turned discussion to sections 6.1 and 6.2 in ITEC draft policy 7230A. He suggested that 6.1 include language regarding records management retention and disposition requirements, and was deeply concerned that 6.2 directly conflicts with the Kansas Open Records Act. Mr. Veatch also noted that 11.2 discusses an information retention schedule and wished that it be clarified to indicate that for executive branch state agencies this should reference the State Records Board authority to approve records retention and disposition schedules.

Ms. Mendoza will add a paragraph regarding 11.2 and make reference to 6.2 in what will be the new first paragraph. She will also beef up the first paragraph in the board's feedback to note that existing structures are in place for records management procedures.

Discussion turned to the draft policy's section 5's definitions. The group generally wished to make sure some of these definitions were linked to existing statutory language, such as for "source record" and "information asset."

**Motion:** Mr. Veatch moved, Mr. Yeary seconded, delegating the authority to Ms. Mendoza to finalize the letter and add language discussed in the meeting on behalf of the State Records Board.  
Unanimously approved.

Meeting adjourned at 9:30 a.m.