

State Records Board

April 19, 2018

Executive Conference Room – Kansas Historical Society

Present: Lisa Mendoza, designee of the Attorney General (chair)
Jennie Chinn, Executive Director, Kansas Historical Society (KHS)
Matt Veatch, State Archivist
Bill Sowers, designee of the State Librarian
Philip Michael, designee of the Secretary of Dept. of Administration (DofA)
Megan Rohleder, Electronic Records Archivist (KHS)
Ethan Anderson, Government Records Archivist (KHS)
Mark Cole, Archives Specialist (KHS)

Via Phone: Ryan Leimkuehler, Kansas State University (KSU)
Cliff Hight, Kansas State University (KSU)
Heather Solerno, Kansas Department of Transportation (KDOT)

Meeting called to order at 8:43 a.m. and Ms. Mendoza began the introductions. No new announcements presented.

Minutes: Previous meeting minutes were reviewed.

Motion: Ms. Chinn moved approval of meeting minutes as presented. Mr. Sowers seconded, unanimous approval of October 19, 2017 meeting minutes.

Kansas Department of Administration: Ms. Rohleder presented the revised schedule entry. Ms. Rohleder indicated that the language in the comments section had been updated and an additional restriction added.

Motion: Mr. Veatch moved to approve series 0974-173 as presented. Ms. Chinn seconded, unanimous approval.

Kansas Department of Transportation: Ms. Rohleder presented the revised series and gave a brief description of the changes. The board reviewed. Ms. Mendoza suggested that some additional restrictions might apply and discussed them with Ms. Solerno. Determined that additional restrictions be added to both entries. Series 0005-276 restrictions should read, "K.S.A. 45-221(a)(1)(20)(25)(30) and K.S.A. 60-270". Series 0006-276 restrictions should read, "K.S.A. 45-221(a)(20)(25)(30)".

Motion: Mr. Veatch moved approve as amended. Mr. Sowers seconded, unanimous approval.

Kansas State University: Ms. Rohleder presented to the board the proposed new series for records that Mr. Leimkuehler had identified and needed scheduled. Ms. Rohleder advised the board that the proposed new series has been vetted through the faculty senate at KSU. The board reviewed and determined that some corrections and language changes were needed for the "Course Content Records" series. They discussed with Mr. Leimkuehler and Mr. Hight. It was determined that the restrictions typo be corrected to read, "K.S.A. 45-221(a)(1)(9); 20 U.S.C. A. 1232g; 34 CFR Part 99." It was also decided that the first paragraph in the comments section should read, "Destroy Five (5) fiscal years from the end of term when course is taught. Academic units and instructors with infrequently taught courses can contact records management staff for assistance in updating relevant course content. For Unique/Special lectures or audiovisual resources considered historically significant, contact University Archivist for consultation. A random sampling of course syllabi will be culled annually for the University Archives." Only other change is to correct typo in last paragraph. Second line should read, "K-State Online will be the management platform for the Course Content Electronic Records." No further discussion.

Motion: Mr. Veatch moved to approve Course Content Records entry as amended and Credit Card Customer Sales Receipts as presented. Mr. Michael seconded, all in favor.

Ms. Rohleder moved on to presenting the revised entries. Indicated that the changes were to update series to better reflect current business practices. The board reviewed and had no further discussion.

Motion: Mr. Veatch moved to approve revised series as presented. Mr. Sowers seconded, unanimous approval.

Ms. Rohleder indicated to the board that Mr. Leimkuehler had requested to supersede series 0077-367 to series 0084-367. The board reviewed and no further discussion necessary.

Motion: Mr. Sowers moved to approve superseding series 0077-367 to series 0084-367, Mr. Michael seconded, all in favor.

Office of the Attorney General: Ms. Rohleder presented the revised series for board review. Indicated that the changes were made to better reflect current business practice and current structure of divisions. The board reviewed. Mr. Veatch indicated that the typo on series 0053-082 isn't a true typo but is due to a system limitation for field size and staff are working on a fix. Ms. Mendoza and Ms. Rohleder, in the meantime, came up with a work around. Determined that the use of abbreviations is totally acceptable. Once updated, will read, "Legal Opinions & Gov't Counsel (LOGIC) Division". The only other correction is that series restrictions for 0199-082 corrected to read, "K.S.A. 45-221(a)(1), K.S.A.75-723."

Motion: Mr. Veatch moved to approve series 0199-082 as amended and all others as presented. Mr. Sowers seconded, unanimous approval.

Housekeeping: Ms. Rohleder briefly went over the housekeeping changes and accepted as presented.

Other Business: Ms. Rohleder was contacted by Mr. Leimkuehler regarding Executive Order 13556 and although signed November 4, 2010, sanctions for not complying are now being enforced by federal government. Ms. Rohleder wanted to make the board aware and begin discussion regarding how it could affect agencies at the state level. Mr. Hight and Mr. Leimkuehler provided the board with all the information that they gathered and steps they are currently taking and seeking any additional guidance from the board. The board discussed several aspects of the order and potential ramifications to state agencies for not complying with the order. Determined that staff need to continue gathering more information and to start by contacting the Office of Information Technology Service (OITS) and see what their awareness level is and what they may already be doing to comply. Staff will continue to update the board with additional information when it becomes available.

Ms. Rohleder provided an update regarding the Electronic Records Committee membership. Ms. Rohleder informed the board that Rebecca Shulte, University Archivist at the University of Kansas, appointed Letha Johnson, Associate Archivist at the University of Kansas, as her replacement on the committee. The ERC members all approved of the appointment.

The final order of business was to confirm the proposed future meeting on July 19, 2018. With nothing further to discuss, the board adjourned at 10:25 a.m.