

**State Records Board**  
**16 April 2015**  
**Executive Conference Room, Kansas State Historical Society**

Present: Lisa Mendoza, designee of the Attorney General (chair)  
Jennie Chinn, Executive Director of the Kansas State Historical Society  
(KSHS)  
John Yeary, designee of the Secretary of Administration  
Bill Sowers, designee of the State Librarian  
Matt Veatch, State Archivist

Also present: Carol Moreland, Kansas Board of Nursing  
Joanna Hammerschmidt, KSHS  
Marcella Wiget, KSHS  
Stacey Serra, Kansas Real Estate Commission  
Michael Smith, Kansas Department of Health & Environment  
Janice Harper, Kansas Adjutant General's Department  
Yolanda Rightmeier, Adjutant General  
Rick Scheuffler, Kansas Department of Agriculture  
Kyle Gonterwitz, Kansas Department of  
Transportation  
Tish Becker, Kansas Insurance Department  
Ken Abitz, Insurance Dept.

Matt Veatch convened the meeting at 8:41 a.m. and began the introductions.

*Minutes:* **Motion:** Mr. Veatch moved approval, Ms. Chinn seconded, unanimous approval of previous meeting minutes as presented.

*Kansas Dept. of Transportation:* The agency has a roadway data system that has not previously been scheduled. Kyle Gonterwitz noted that there are other systems used by the department that don't currently appear scheduled, and they will continue working on getting those systems scheduled.

The roadway data system provides information about road mileage and longevity, among other related matters; the system also generates reports. Transportation worked with Joanna Hammerschmidt and maps curator Bob Knecht at the Historical Society to determine what the State Archives would be interested in transferring.

There was some confusion about older draft entries included in the packet; the board determined they were only discussing series entries from the Geographic Information System Unit.

Mr. Veatch requested clarification about why the State Archives would receive both a paper and electronic copy of certain records. Ms. Hammerschmidt explained that when speaking with Mr. Knecht, at times it's easier to work with paper rather than electronic. Ms. Hammerschmidt also noted that it's better to start from the KDOT's paper version, largely because these maps may be large-format, and KSHS attempting to print later from the electronic pdf would have different compression issues. Mr. Veatch requested that this information be included in the internal remarks for future public records staff to be aware of. Jennie was concerned about duplicative recordkeeping and storage costs to the archives; both Ms. Wiget and Ms. Hammerschmidt noted these are low-volume transfers.

Mr. Veatch wanted to know what the State Archives would receive from the Planning Roadway Geometry and Linear Referencing Systems Data; Mr. Gonterwitz explained the archives would receive a shapefile and comma delimited text file. KDOT sends this information to the Federal Highway Administration for review and approval and then downloads it from their system. Then then intend to transfer a copy of the information to the archives.

**Motion:** Mr. Veatch moved approval of the GIS Unit series entries, Mr. Yeary seconded, unanimous approval of schedule entries as presented.

*Agriculture:* Rick Scheuffler explained that all four series entries under discussion are related to the State Records Center closure. He noted that Chemigation Permit Files used to have a 55 year retention period, but nobody in the program knows why; he thought it might have something to do with chemigation permits being tied to water rights.

Mr. Veatch requested clarification about the comments on the Chemigation Permit Files, particularly noting that certain documents are non-permanent. Mr. Scheuffler explained that correspondence and supporting documentation is typically routine back-and-forth letters ensuring a landholder understands the ramifications of receiving a chemigation permit. After further discussion, the board determined that Retention and Disposition should say "See comments" and no other clarifications are necessary on this entry.

**Motion:** Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of revised entries.

*Kansas Insurance Department – Financial Surveillance:* Ms. Wiget explained that this schedule revision began because the State Archives requested some changes, and the division decided because they were looking at some schedule entries, they would take a look at the rest of their division's entries and make additional revisions necessary.

**Motion:** Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of schedule entries as presented.

*Kansas Insurance Department-Legal Division:* Ms. Wiget noted that the division would like to table Final Orders, 0024-331, until they have had a chance to discuss how those records should be kept in further detail with the State Archives. Ms. Mendoza noted a few additional access restrictions to Disciplinary Files.

**Motion:** Ms. Chinn moved approval, Mr. Veatch seconded, unanimous approval of 0021-331 as amended.

*Real Estate Commission:* Ms. Wiget explained that the agency began revising their retention schedule last year, and Stacey Serra has inherited the project. She hopes this will take care of their revisions until the agency gets an electronic recordkeeping process in place.

Ms. Mendoza had concerns about the Action Files, noting that even if emails and other documentation related to the action are not compiled with the rest of the file, they would be considered part of the action file and therefore should be restricted. She noted restrictions that should also be added to Audit Files – No Action and License Application Files, and that 5 USC Sec. 522a should be removed from License Application Files. Mr. Veatch wanted to know whether the agency would be destroying microfiche from the application files, and Ms. Serra explained the agency is reviewing the fiche and ensuring anyone who had been licensed 10 years ago has been converted to non-fiche format. The agency has an outdated electronic recordkeeping system and is interviewing vendors to update the system.

**Motion:** Mr. Veatch moved approval, Mr. Yeary seconded, unanimous approval of revised entries as amended.

**Motion:** Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of superseded entry as presented.

*Kansas Board of Nursing:* Ms. Wiget explained that most of the revisions are at the request at the State Archives, but Carol Moreland is also taking advantage to clean up terminology and take care of some other records retention matters. Ms. Moreland explained that the Board of Nursing has not performed the examination of nursing professionals for several years, only receiving documentation about that examination's results. She also noted that the agency is working on completing an Electronic Recordkeeping Plan (ERP) but until then the agency is prepared to keep the paper files.

Ms. Mendoza suggested some revisions to the restrictions listed in each of the licensing file series and for 0021-482, Investigative Files.

Ms. Moreland stated the Investigative Files have been a challenge for the agency. Some staff believe the records need to be kept forever, and these records have never been imaged. The records also take up a great deal of space, in part due to duplication within the files. The agency intends to take the boxes back and image them. Ms. Moreland requested advice from the State Records Board regarding how to handle the investigative files. Mr. Veatch noted that so long as the agency goes through a QA process with their imaging, and have an approved ERP, the agency does not need to maintain the paper. Ms. Wiget and Mr. Veatch also suggested talking with other states' Boards of Nursing to determine how long those boards retain the investigative files. Ms. Mendoza suggested a retention involving 10 years after non-renewal or after confirmation that the licensed individual is deceased for the license files.

**Motion:** Ms. Chinn moved, Mr. Veatch seconded, unanimous approval of revised entries as amended.

**Motion:** Mr. Veatch moved, Mr. Sowers seconded, unanimous approval of superseded entry as presented.

*Kansas Department of Health & Environment:* Michael Smith introduced himself and noted that he has inherited the records officer role from Paul Marx, who has left the agency. He described the new entries, explaining that he met with Chris Seeds, the bureau's records custodian, earlier this week because she was not available for the meeting this morning. Both he and Ms. Wiget commended Ms. Seeds for her work on updating her bureau's retention schedule.

**Motion:** Ms. Chinn moved approval, Mr. Veatch seconded, unanimous approval of new entries as submitted.

Ms. Wiget noted that after sending out the packet to the State Records Board, the Public Water Supply Section requested an amendment to the retention period for series entries 0723-264 through 0725-264, from 004 cldr yrs to 005 cldr yrs, in order to be more consistent across their schedule.

**Motion:** Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of revised entries as amended.

Ms. Mendoza suggested adding access restrictions to several records series. Mr. Veatch noted that there are several entries with an archival disposition, moreso than usual, including records of a transactional nature, largely due to the critical nature of the environmental matters these records concern.

**Motion:** Mr. Veatch moved approval, Ms. Chinn seconded, unanimous approval of revised entries as amended, minus the 3 entries already amended and approved.

**Motion:** Mr. Veatch moved approval, Mr. Sowers seconded, unanimous approval of superseded entry as amended.

*Adjutant General's Dept:* Ms. Mendoza requested standardizing some retention language and suggested adding a restriction to 0124-034.

**Motion:** Mr. Sowers moved approval, Mr. Veatch seconded, unanimous approval of revised entries as amended.

Ms. Wiget noted there had been several duplications on the agency's schedule, and the superseded entries were an attempt to clean up that duplication.

**Motion:** Ms. Chinn moved approval, Mr. Veatch seconded, unanimous approval of superseded entries as submitted.

*Housekeeping report:* The Board accepted the report.

Meeting adjourned at 10:27 a.m.