

State Records Board

April 25, 2019

Executive Conference Room – Kansas Historical Society

Present: Lisa Mendoza, designee of the Attorney General (chair)
Matt Veatch, State Archivist (KSHS)
Bill Sowers, KS Documents, Cataloging Librarian (designee of the State Librarian)
John Yeary, designee of the Secretary of Dept. of Administration (DofA)
Megan Rohleder, Senior Archivist – Public Services (KSHS)
Ethan Anderson, Government Records Archivist (KSHS)
Ryan Leimkuehler, Kansas State University Records Manager (KSU)
Mark Cole, Archives Specialist (KSHS)
Annette Bullard, Sr. Computer/System Specialist, KSU Police Dept. (KSUPD)
Bradli Millington, Lt. KSU Police Dept. (KSUPD)
Dustin Newton, Computer/System Specialist, KSU Police Dept. (KSUPD)
McKenna Folster, Intern, Kansas State Historical Society (KSHS)

Meeting called to order at 8:40 a.m. and Ms. Mendoza began the introductions.

Minutes: Previous meeting minutes were reviewed.

Motion: Mr. Veatch moved approval of meeting minutes as presented. Mr. Sowers seconded, unanimous approval of January 17, 2019 meeting minutes.

Kansas State University: Mr. Anderson indicated that the University has two Electronic Recordkeeping Plans (ERP) and several new series to present, all of which are associated with the University Police Department. Ms. Rohleder then provided an overview of the AtoM Collections Management System and Police Department Enterpol System ERPs. Ms. Rohleder informed the board on the areas discussed by the Electronic Records Committee (ERC) and amended with additional details. Mr. Leimkuehler requested that the response for section 1.4 of the Enterpol system state, “KORA requests go through support services and the University Open Records Custodian. If information is released it is redacted and given in a physical form.”

Motion: Mr. Veatch moved to approve AtoM ERP as presented and Enterpol ERP as amended. Mr. Yeary seconded, unanimous approval.

Mr. Anderson presented the proposed new records series. Board reviewed and discussed restrictions that should be included. They determined that restrictions for Adult Offender Felony Arrest Records (Major Felonies and Violent Crime), Adult Offender Felony Arrests (Other), and Adult Offender Misdemeanors should be K.S.A. 45-221(a)(1)(10) and K.S.A. 75-3520. Case Files – Major Crimes, Case Files – Misdemeanor Cases, Petty Offenses, and Traffic

Offenses, Case Files – Sex Offenders, and Evidence Records should have restrictions of K.S.A. 45-221(a)(1)(10)(47) and K.S.A. 75-3520. The restrictions for Felony Cases and Special Investigations, Handling and Storage of Evidence Records should be K.S.A. 45-221(a)(1)(10)(30)(47) and K.S.A. 75-3520. The Ride-Along Records – Approved and Ride-Along Records – Denied restrictions should be K.S.A. 45-221(a)(1)(10)(30) and K.S.A. 75-3520.

Motion: Mr. Veatch moved to approve new series as amended and permit archive staff to work with KSU to ensure proper restrictions be added to series discussed. Mr. Sowers seconded, unanimous approval.

Kansas Attorney General's Office: Mr. Anderson presented the new record series to the board. Discussion by the board determined that to better clarify that the records are only procedural in nature, an additional sentence should be added to end of series description. Sentence should state "Does not contain completed background information or application forms."

Motion: Mr. Veatch moved to approve new series as amended. Mr. Yeary seconded, unanimous approval.

Housekeeping: Mr. Anderson briefly went over the housekeeping changes. No further discussion necessary.

Other Business: Mr. Veatch advised the board that future scheduled SRB meetings might conflict with non-cabinet member meetings and dates may need to be changed. Mr. Veatch then reported on the biannual meeting of the Kansas Electronic Recording Commission. Mr. Veatch indicated that the issue of electronic notarization for land deeds will need more clarification and will hopefully be addressed at the next Register of Deeds conference. Mr. Veatch then provided an update on the progress of the Email Guidelines Task Force.

The final order of business was to tentatively confirm the next meeting scheduled for October 17, 2019.

With nothing further to discuss, the board adjourned at 9:58 a.m.