

State Records Board  
April 20, 2023  
Virtual Zoom Meeting  
Meeting ID: 839 0079 6634

Participants: Lisa Mendoza, designee of the Attorney General (Chair)  
Megan Burton, State Archivist – Public Services (KSHS)  
Patrick Zollner, Executive Director (KSHS)  
Brett Rurode, Cataloging Librarian (State Library)  
Tanner Asbury, designee of the Secretary of Dept. of Administration (DofA)  
Jacob Hansen, Records Custodian (DofA)  
Kelly Brundage, University Registrar (K-State)  
Amber Draper, Library Assistant (KSHS)

Meeting called to order at 1:02 p.m. by Ms. Mendoza and introductions were made.

*Minutes:* Minutes from the January 19, 2023, meeting were reviewed. There were no further questions.

**Motion:** Mr. Zollner made a motion to approve the January 19, 2023, meeting minutes as amended. Ms. Rurode seconded the motion. There were no further questions. Ms. Burton called the roll. Ms. Mendoza, Ms. Burton, Mr. Zollner, Mr. Hansen, and Ms. Rurode all voted in favor. The motion passed.

Discussion for KBI have been tabled for the next meeting.

**Motion:** Mr. Zollner made a motion to table the KBI revision. Mrs. Burton seconded the motion. There were no further questions. Ms. Burton called the roll. Ms. Mendoza, Ms. Burton, Mr. Zollner, Mr. Hansen, and Ms. Rurode all voted in favor. The motion passed.

*Kansas State University:* Ms. Burton presents eleven series regarding needed updates to their retention schedules. The changes include slight adjustments to clarify retention periods and the language used in the dispositions. Ms. Mendoza noted the four revised existing series: retentions for program and plan changes, diploma order records, general catalogs, and nondisclosure request record schedules to open a dialogue for questions and further discussion. Ms. Burton clarified the discussion is about the revised existing series and not the two series that are superseded by other schedule entries.

**Motion:** Ms. Burton made a motion to approve the programs and plan changes as submitted. Mr. Hansen seconded the motion. There were no further questions. Ms. Mendoza, Ms. Burton, Mr. Zollner, Mr. Hansen, Ms. Rurode, and Ms. Brundage all voted in favor. The motion passed.

*Kansas State University:* Discussion regarding the two superseded entries is hosted. A dialogue is opened regarding questions or comments about records that are superseded to and other agencies entry. There were no further questions.

**Motion:** Ms. Rurode made a motion to approve superseding the schedules as submitted. Ms. Burton seconded the motion. There were no further questions. Ms. Burton called the roll. Ms. Mendoza, Ms. Burton, Mr. Zollner, Mr. Hansen, Ms. Rurode, and Ms. Brundage all voted in favor. The motion passed.

*Housekeeping changes:* Ms. Burton reviewed housekeeping changes for the obsolete records, what edits have been made to clarify the language, and lastly, there were records that were superseded. Ms. Burton clarified that the superseding records that are being superseded to the general schedule can be conducted without board approval.

*Other business:* Ms. Burton provided information regarding the idea of adding a one-time obsolete records form for institutions. Mr. Leimkuehler brought to Ms. Burton's attention of a massive IT project that recognized records that do not have a retention schedules, but they do not create those records anymore. The obsolete records form provides a process that allows agencies to fill out a one-time records disposal form. All the agency information that we receive from a cover sheet, with an addition of a sign-off from the state archivist. A graph is provided to identify what the records are to provide notice on how much in volume of the records they are seeking to destroy. Ms. Burton opens for questions to the board. Ms. Mendoza asks question to Mr. Hansen and Mr. Asbury about destruction and disposition of records. Mr. Hansen and Mr. Asbury respond with there is not an easy yes or no answer to the question to follow state statute. More research is required before formalizing the document.

The meeting was adjourned at 1:29 p.m.