

## State Records Board

January 17, 2019

### Executive Conference Room – Kansas Historical Society

Present: Lisa Mendoza, designee of the Attorney General (chair)  
Bill Sowers, KS Documents, Cataloging Librarian (designee of the State Librarian)  
Philip Michael, designee of the Secretary of Dept. of Administration (DofA)  
Megan Rohleder, designee of the Kansas State Historical Society (KSHS)  
Ethan Anderson, Government Records Archivist (KSHS)  
Mark Cole, Archives Specialist (KSHS)

Meeting called to order at 8:32 a.m. and Ms. Mendoza began the introductions.

*Minutes:* Previous meeting minutes were reviewed.

**Motion:** Mr. Sowers moved approval of meeting minutes as presented. Mr. Michael seconded, unanimous approval of October 25, 2018 meeting minutes.

*Kansas Attorney General's Office:* Ms. Mendoza explained the revisions made to series 0139-082. No further discussion needed.

**Motion:** Mr. Michael moved to approve revised series 082-007 as presented. Mr. Sowers seconded, unanimous approval.

Mr. Anderson presented the two proposed new records series related to business registrations. Mr. Anderson indicated the electronic records of these records are associated with LawBase, an Electronic Records Committee approved ERP. No further discussion.

**Motion:** Ms. Rohleder moved to approve new series as submitted. Mr. Michael seconded, unanimous approval.

*State General Schedule and Local General Schedule:* Mr. Anderson indicated that while appraising series 0045-00 and series 0034-100, restrictions, for identical record series, were different. To correct and promote uniformity, restrictions for both record series changed to K.S.A. 45-221(a)(4)(11)(25).

**Motion:** Mr. Sowers moved to approve revised series as submitted. Ms. Rohleder seconded, unanimous approval.

*Housekeeping:* Mr. Anderson briefly went over the revised series and housekeeping changes. The board accepted as presented.

*Other Business:* Ms. Rohleder provided the board an update on the progress of the email guidelines taskforce. Indicated that the taskforce had its first meeting in December and went over its goals. Discussed the current email trends in government and what path forward to take. The next meeting is scheduled for January 29, 2019.

The final order of business was to confirm next meeting. Due to scheduling conflict with Kansas Day activities, next meeting scheduled for April 25, 2019.

With nothing further to discuss, the board adjourned at 8:55 a.m.