

State Records Board

July 19, 2018

Executive Conference Room – Kansas Historical Society

Present: Lisa Mendoza, designee of the Attorney General (chair)
Matt Veatch, State Archivist (KSHS)
Bill Sowers, designee of the State Librarian
Philip Michael, designee of the Secretary of Dept. of Administration (DofA)
Josh Michaelis, Director, Rice County Emergency Communications
Heather Wilke, Staff Attorney, Kansas Department of Labor (KDOL)
Megan Rohleder, Electronic Records Archivist (KSHS)
Ethan Anderson, Government Records Archivist (KSHS)
Mark Cole, Archives Specialist (KSHS)

Via Phone: Michael Ronin, Kansas Department of Transportation (KDOT)

Meeting called to order at 8:40 a.m. and Ms. Mendoza began the introductions. Ms. Rohleder requested to add series 082-010 to the agenda. Ms. Mendoza requested to add a discussion of an open records request that the KSHS staff received and discuss what to do as a board.

Minutes: Previous meeting minutes were reviewed.

Motion: Mr. Veatch moved approval of meeting minutes as presented. Mr. Michael seconded, unanimous approval of April 19, 2017 meeting minutes.

Kansas Department of Labor: Ms. Rohleder presented the Electronic Record Keeping Plan (ERP) for the new Online System for Claims Administration Research/Regulation (OSCAR). Ms. Rohleder stated the ERP was endorsed by the Electronic Records Committee (ERC) as amended with clarification to C5.

Motion: Mr. Veatch moved to approve ERP as submitted. Mr. Sowers seconded, unanimous approval.

Mr. Anderson presented series 0204-296 and 0207-296 indicating revision necessary due to newly approved OSCAR ERP. Board discussion determined that K.S.A. 45-221 be amended on both series to K.S.A. 45-221(a)(1)(4)(30)(48).

Motion: Mr. Michael moved to approve revised entries as amended. Mr. Veatch seconded, unanimous approval.

Kansas Department of Transportation: Ms. Rohleder presented the KCARS/OnBase ERP. Ms. Rohleder indicated that the ERC has reviewed twice before and both times requested additional information. At the September 18, 2018 ERC meeting, section 3.4 still required more detailed

clarification before ERC would endorse. On June 21, 2018, KDOT provided the information to Ms. Rohleder and the amended ERP was forwarded to ERC members via email. ERC members endorsed the updated ERP.

Motion: Mr. Veatch moved to approve the amended ERP as submitted. Mr. Michael seconded, unanimous approval.

Mr. Anderson presented the new series "Kansas Motor Vehicle Crash Report Data" for review. It was determined that the comments section was not needed and removed.

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

Local General Schedule: Mr. Anderson presented the new series "Contractors Licensing/Trades Certification" for County Engineer/Planning records. The board reviewed and no further discussion.

Motion: Mr. Sowers moved to approve news series as presented. Mr. Michael seconded, unanimous approval.

Mr. Anderson then continued to the revised records series 0003-100 for Emergency Communications. The existing series was broadened to include records generated by the "Next Generation 911" program. The board discussed and determined the both the retention period and disposition type be changed to "See Comments."

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

Office of the Attorney General-Legal Opinions & Gov't Counsel (LOGIC) Division: Ms. Rohleder indicated that series 0186-082 was inadvertently missed from previous board meeting approval of superseded records into 0053-082. The board reviewed with no further discussion.

Motion: Mr. Veatch moved to approve as submitted. Mr. Michael seconded, unanimous approval.

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

Other Business: Ms. Mendoza began discussion regarding a letter request made directly to the SRB. Ms. Rohleder provided a redacted copy of the letter for board to review. Determined that response letter from the board be sent to the requestor.

Motion: Mr. Veatch moved that the board request assistance from the Department of Administration in drafting a response to the letter and sending a response on behalf of the SRB. Mr. Sowers seconded, unanimous approval.

The final order of business was to confirm the proposed future meeting on October 18, 2018. With nothing further to discuss, the board adjourned at 9:25 a.m.