

State Records Board

October 25, 2018

Executive Conference Room – Kansas Historical Society

Present: Lisa Mendoza, designee of the Attorney General (chair)
Jennie Chinn, Executive Director (KSHS)
Matt Veatch, State Archivist (KSHS)
Bill Sowers, KS Documents, Cataloging Librarian (designee of the State Librarian)
Philip Michael, designee of the Secretary of Dept. of Administration (DofA)
Megan Rohleder, Senior Archivist (KSHS)
Ethan Anderson, Government Records Archivist (KSHS)
Mark Cole, Archives Specialist (KSHS)

Via Phone: Ryan Leimkuehler, University Records Manager (KSU)

Meeting called to order at 8:40 a.m. and Ms. Mendoza began the introductions. Ms. Rohleder requested an addition to the other business section. Ms. Rohleder wanted to update the board regarding the public records trainings completed by the Kansas Historical Society.

Minutes: Previous meeting minutes were reviewed.

Motion: Mr. Sowers moved approval of meeting minutes as presented. Mr. Michael seconded, unanimous approval of July 19, 2018 meeting minutes.

Kansas State University: Mr. Anderson presented the two proposed new records series. The board determined that the restrictions for “Patron Suggestions and Comments Form” be reworded to state, “Portions may be restricted under K.S.A. 45-221(a)(4)(8)(23)”. No further discussion.

Motion: Mr. Veatch moved to approve “Conflict of Interest Records” as presented and “Patron Suggestions and Comments Form” as amended. Mr. Sowers seconded, unanimous approval.

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

Other Business: Ms. Rohleder provided the board an update of the FY2019 public records training presentations completed and future scheduled meetings. Indicated that 72% of the counties have now been reached within the last 4 months.

Mr. Veatch updated the board on some internal organizational changes at the State Archives due to retirements and to streamline services.

Mr. Veatch then moved on to discuss the Kansas Information Technology Advisory Board (ITAB) Email Guidelines. Mr. Veatch provide a brief presentation on the history of Kansas Information Technology Executive Council (ITEC) and ITAB. Mr. Veatch indicated that the ITAB Guidelines were drafted by the Electronic Records Committee, a subcommittee of ITAB. Guidelines were approved in 2002 by both ITEC and the State Records Board and now out of date with current technologies. Mr. Veatch Indicated, as a member of ITAB, requested to update the guidelines. Mr. Veatch presented a proposed make-up of members for the Email Guidelines Taskforce, Capstone, and a timeline for completing. The board provided additional input on members to possibly include on the taskforce and in full support of updating the guidelines.

The final order of business was to confirm next meeting. Due to scheduling conflict, the next meeting will be determined on a later date.

With nothing further to discuss, the board adjourned at 10:11 a.m.