

## State Records Board

January 16, 2020

### Executive Conference Room – Kansas State Historical Society (KSHS)

Present: Lisa Mendoza, designee of the Attorney General (chair)  
Matt Veatch, State Archivist (KSHS)  
Jennie Chinn, Executive Director, (KSHS)  
Bill Sowers, KS Documents, Cataloging Librarian (designee of the State Librarian)  
Brett Rurode, Cataloging Librarian (State Library)  
Tanner Asbury, 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)  
Jake Fisher, Legislative Liaison, Kansas Corporation Commission (KCC)  
Scott Carlson, Asst. Director-Conservation, Ks. Department of Agriculture (KDA)

Via Telephone: Ashley Sites-Hubbard, Kansas Insurance Department (KID)  
John Meyers, General Counsel, Kansas Corporation Commission (KCC)  
Elizabeth Fike, Lead Regulatory Counsel, Ks. Insurance Department (KID)  
Barb Nagle, Assistant Registrar, Kansas State University (KSU)

Quorum established and meeting called to order at 8:40 a.m. by Mr. Veatch and began introductions.

*Minutes:* Previous meeting minutes were reviewed.

**Motion:** Ms. Chinn moved to approve the October 17, 2019 meeting minutes as presented. Mr. Asbury seconded, unanimous approval.

*Kansas Insurance Department:* Ms. Rohleder presented the Electronic Recordkeeping Plans (ERPs) for the Legal and Anti-Fraud Records System called “State-Based Systems” and the Workers’ Compensation System called “DocCenter”. Both ERPs have been endorsed by the Electronic Records Committee (ERC). Ms. Rohleder indicated that the Kansas Insurance Department wanted to get ERPs approved before updating their records retention schedules.

**Motion:** Mr. Veatch moved to approve both ERPs as presented. Ms. Chinn seconded, unanimous approval.

*Kansas Corporation Commission:* Mr. Anderson indicated that all the revised series being presented now had previously been tabled in order to gather additional information and

clarification. Series have been updated and now presenting to board for approval. The Utilities Division record series were reviewed. No additional discussion.

**Motion:** Mr. Veatch moved that series 0186-143 and 0210-143 be approved as presented. Mr. Asbury seconded, unanimous approval.

The board then reviewed the Conservation Divisions revised series. Mr. Fisher indicated that the description for series 0346-143 be revised for further clarification. Description should read, "Index cards describing how oil/gas production wells are completed, including drill stem test results, formation tops, and zones completed."

**Motion:** Mr. Veatch moved to approve series 0346-143 as amended. Ms. Chinn seconded, unanimous approval.

The board then reviewed the Litigation Division revised series entries. Ms. Mendoza questioned if the shortened retention period was still long enough. Mr. Meyers indicated that the retention period of 3 calendar years after matter is closed was more than sufficient.

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

The board reviewed the Underground Injection Control Section series. They determined that the description for series 0345-143 should read, "Docket file based on Underground Injection Control (U.I.C.) Permit number, including plat maps, logs, application, correspondence, orders, transfers, mechanical integrity results, annual reports of fluid injection, etc."

**Motion:** Mr. Veatch moved to approve as amended. Ms. Rurode seconded. All in favor.

Board reviewed the series 0249-143 and determined it should be superseded to another Agency-Specific Entry. No further discussion.

**Motion:** Mr. Asbury moved to supersede series 0249-143, Ms. Chinn seconded, unanimous approval.

*Conservation Districts:* Mr. Anderson provided a brief description of the series and why they are being presenting to the board. Mr. Veatch commended Mr. Carlson for taking the initiative to ensure locally generated district records be preserved. The board reviewed and determined that the only correction to be made was to Water Resources Cost-Share Program Files. The description should state, "Correspondence, checklist, inspection reports, etc., submitted by conservation districts to the Department of Agriculture requesting state cost-share assistance for flood detention structures."

**Motion:** Mr. Veatch moved to approve as amended. Ms. Chinn seconded, unanimous approval.

*Kansas State University:* Ms. Rohleder presented the ERP for the Acalog system and a brief description. The ERC amended ERP to show that it is a policy-based system not system-based and endorsed. Mr. Leimkuehler indicated that K-State was using Archive-It to capture as well. No further discussion.

**Motion:** Mr. Chinn moved to approve ERP as submitted. Mr. Asbury seconded, unanimous approval.

Board moved on to discuss proposed new series entries. It was determined that the comments for the "General Catalogs" series should read, "The office of the University Registrar is the office of record for current records. The university archives is the office of record for legacy records. All legacy records prior 2007 are in paper format and stored in a vault." Board determined that new series "NCAA Academic Progress Reporting Records" description should read, "Series includes records required by the NCAA to chart student athlete academic progress: Academic Progress Rate, Graduation Success Rate, and Big 12 Certifications." Board then discussed new series "Out of State Appeals Board Records" and tabled until KSU legal department could determine correct verbiage and confirm retention period.

**Motion:** Ms. Chinn moved to table new series "Out of State Appeals Board Records." Mr. Veatch seconded, unanimous approval.

**Motion:** Mr. Veatch moved to approve "NCAA Academic Progress Reporting Records" as amended and remaining new entries as submitted. Mr. Asbury seconded, unanimous approval.

The board reviewed record series to be superseded and no further discussion.

**Motion:** Mr. Veatch moved to approve superseded series. Ms. Rurode seconded, unanimous approval.

*Kansas Historical Society:* Mr. Anderson presented the new series. Mr. Veatch elaborated on the importance of this series and how forms link digital files to their associated metadata in the event of a disaster. No further discussion.

**Motion:** Mr. Asbury moved to approve series as presented. Ms. Rurode seconded, unanimous approval.

*Housekeeping:* Mr. Anderson briefly went over the housekeeping changes. He indicated that series 0309-046 and 0310-046 will not be made obsolete. No further discussion necessary.

*Other Business:* Mr. Rohleder provided a brief update on progress working with agencies that are being reorganized. She indicated that due to the size of agencies and out of date retention schedules that additional meetings may be necessary due to volume of needed updates to schedule entries.

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