Meeting called to order at 8:31 a.m. by Ms. Mendoza and introductions were made.

Minutes: Previous meeting minutes were reviewed.

Motion: Mr. Asbury moved to approve the October 15, 2020 meeting minutes as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, and Ms. Mendoza unanimously approved the previous meeting minutes as submitted.

Kansas State Board of Nursing: Ms. Rohleder presented a brief overview of the Hyland Perceptive Content (formerly known as ImageNow) ERP. Ms. Rohleder indicated that the Hyland company purchased the ImageNow software. The Hyland Perceptive Content system that is now presenting is the upgraded version of the previously approved ImageNow software. The board reviewed and had no further discussion.

Motion: Ms. Chinn moved to approve as submitted. Mr. Asbury seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, Ms. Mendoza, and Ms. Moreland unanimously approved.
Mr. Anderson presented the revised records series 0021-482. Ms. Mendoza inquired what happens to the records if violations are found during the investigation. Ms. Moreland indicated that if violations were found that the records are then moved to a different series. The board determined that additional language be added to the description to clarify what happens to the records if violations are found during the investigative process.

**Motion:** Ms. Rurode moved to approve as amended with additional language determined by staff and Ms. Moreland added. Ms. Chinn seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, Ms. Mendoza, and Ms. Moreland unanimously approved.

*Kansas State Board of Healing Arts:* Ms. Burton explained to the board that the system is essentially a cloud-based system that is only hosted on the KSBHA shared drive. No further discussion.

**Motion:** Mr. Asbury moved to approve as submitted. Ms. Chinn seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, Ms. Mendoza, and Mr. Standeford unanimously approved.

*Kansas Department of Revenue:* Mr. Anderson presented the new series “Drug Tax Records”. Ms. O’Neil indicated that primary goal for scheduling is to be able to dispose of the backlog of old inactive records properly. Ms. O’Neil noted that although taxes were assessed, agency unable to collect due to the transient nature of the individuals that were assessed. Ms. O’Neil also clarified the process for how drug tax assessments by Alcohol Beverage Control offices. Ms. Chinn inquired if these records are separate from individual criminal records. Ms. O’Neil stated that the tax assessments are civil assessments for illegal drug taxes due and not part of the criminal case records. No further discussion.

**Motion:** Ms. Chinn moved to approve as submitted. Ms. Rurode seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, Ms. Mendoza, Ms. Fulton unanimously approved.

*Kansas Department of Labor:* Mr. Anderson presented the new series, “Benefit Claimant Calls”. The board reviewed. Determined that an additional restriction of K.S.A 45-221 (a)(30) be added to the restrictions. Mr. Whitten, agreed. Ms. Chinn inquired if the 30-day retention period adequate. Mr. Whitten confirmed that it was deemed sufficient by the business office. Ms. Burton noted that the retention period is just the minimum required and an agency can hold onto records longer if needed. No further discussion.

**Motion:** Mr. Asbury moved to approve the series as amended and Ms. Rurode seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, and Ms. Mendoza, Mr. Whitten all approved as amended
Mr. Anderson presented the two new series and revised series. Mr. Leimkuehler elaborated that global campus agreements and catalogs are separate from the KSU registrar office. Mr. Leimkuehler also clarified the acronym “UFM” use to stand for “University of Man” and now called “UFM” and no longer stands for anything. No further discussion.

Motion: Ms. Chinn moved to approve new series “K-State Global Campus Agreements” as submitted. Mr. Asbury seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, Ms. Mendoza, Mr. Leimkuehler unanimously approved.

Motion: Mr. Asbury moved to approve revised series 0624-367 as submitted. Ms. Rurode seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, Ms. Mendoza, Mr. Leimkuehler unanimously approved.

State General Schedule: Mr. Anderson present the new series “Publication Development Files” and the proposed revised series changes along with the results of two surveys taken. Mr. Anderson indicated that from those survey responses determined series 0007-000 and 0020-000 not being currently presented until receive final clarification from the Kansas Department of Administration. Mr. Anderson also stated that series 0004-000, was requested by the agency to add the additional restrictions of K.S.A 45-221(a)(2)(25)(45) to its series restrictions and are included in this submission. No further discussion.

Motion: Ms. Rurode moved to approve, the new series, “Publication Development Files” as submitted. and Mr. Asbury seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, and Ms. Mendoza, Mr. Anderson all approved as submitted.

Motion: Mr. Asbury moved to approve revised General Schedule series as submitted. Ms. Rurode seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, Ms. Mendoza, Mr. Anderson unanimously approved.

Housekeeping: Mr. Anderson briefly went over the obsolete and housekeeping changes. Ms. Mendoza questioned the obsoletion of series 0113-000 and if now considered a non-record. Mr. Anderson indicated that another scheduled series already exists that handles disposition of convenience copies. Intent is to simply schedule and make 0113-000 obsolete. No further discussion.

Other Business: Future meetings reviewed. Ms. Mendoza reminded the board that until the vacant State Archivist position is filled, a quorum will still be required to conduct official meetings. If anyone has a scheduling conflict should notify Mr. Anderson as soon as possible so meeting can be rescheduled. No further business discussed.

Meeting adjourned at 9:37 a.m.