

State Records Board
July 15, 2021
Virtual Zoom Meeting
Meeting ID: 829 0414 6390

Participants: Lisa Mendoza, designee of the Attorney General (chair)
Jennie Chinn, Executive Director (KSHS)
Tanner Asbury, designee of the Secretary of Dept. of Administration (DofA)
Brett Rurode, Cataloging Librarian (State Library)
Clay Barker, Records Officer (Kansas Secretary of State)
Ryan Leimkuehler, University Records Manager (KSU)
Tori Forrestt, Compliance Officer (KDOL)
Gaby George, Student Intern (Emporia State University)
Megan Burton, Senior Archivist – Public Services (KSHS)
Ethan Anderson, Government Records Archivist (KSHS)
Mark Cole, Archives Specialist (KSHS)

Meeting called to order at 8:34 a.m. by Ms. Mendoza and introductions were made. Ms. Mendoza requested to add “9b. Location of Future Meetings” to the agenda under Other Business.

Minutes: Previous meeting minutes were reviewed.

Motion: Ms. Chinn moved to approve the April 15, 2021 meeting minutes as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the role. Mr. Asbury, Ms. Chinn, Ms. Rurode, and Ms. Mendoza unanimously approved the previous meeting minutes as submitted.

Kansas Department of Labor: Mr. Anderson noted that all the proposed changes are the direct result of training sessions he and Ms. Burton have been doing over the years. Mr. Anderson presented the revised series 0153-296. The Board reviewed. Ms. George asked what the terms “revised” and “superseded” meant. Ms. Mendoza and Mr. Anderson provided a brief definition and explanation of each term. No further discussion regarding revised series 0153-296.

Motion: Ms. Rurode moved to approve revised series 0153-296 as submitted. Ms. Chinn seconded. Mr. Anderson called the role. Mr. Asbury, Ms. Chinn, Ms. Rurode, Ms. Mendoza, and Ms. Forrestt unanimously approved.

Mr. Anderson then indicated that all the following superseded series presented would be superseded by the newly approved revised series 0153-296. No further discussion.

Motion: Ms. Chinn moved to approve all the presented series to be superseded to series 0153-296. Mr. Asbury seconded. Mr. Anderson called the role. Mr. Asbury, Ms. Chinn, Ms. Rurode, Ms. Mendoza, and Ms. Forrestt unanimously approved.

Office of the Secretary of State: Mr. Anderson stated that the presented schedules are all the result of recent legislative changes. The Board reviewed new series “Streambank Easement Records.” No further discussion.

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

The Board then reviewed revised series 0006-622 and 0134-622. Ms. Mendoza noted that a period was missing at the end of the description paragraph for “Special District Filings.” No further discussion.

Motion: Ms. Chinn moved to approve series 0006-622 as amended. Mr. Asbury seconded. Mr. Anderson called the role. Mr. Asbury, Ms. Chinn, Ms. Rurode, Ms. Mendoza, and Mr. Barker unanimously approved.

Motion: Ms. Rurode moved to approve series 0134-622 as presented. Mr. Asbury seconded. Mr. Anderson called the role. Mr. Asbury, Ms. Chinn, Ms. Rurode, Ms. Mendoza, and Mr. Barker unanimously approved.

Mr. Anderson indicated that the Superseded by Other Agency-Specific Entry is a result of two series that were numbered 0006-622. He presented the 1990 version to be superseded into the expanded 2006 series. No further discussion.

Motion: Ms. Chinn moved to approve superseding series 0006-622 as submitted. Ms. Rurode seconded. Mr. Anderson called the role. Mr. Asbury, Ms. Chinn, Ms. Rurode, Ms. Mendoza, and Mr. Barker unanimously approved.

Kansas State University: Ms. Burton presented the Alma, K-State Research Exchange (K-Rex), and StaffNet Electronic Recordkeeping Plans. She indicated that all three were endorsed by the Electronic Records Committee. The Board reviewed. Ms. Mendoza asked for clarification on what “Older wiki data” meant in section 2.3.1 of the StaffNet ERP. Mr. Leimkuehler indicated that it was an older wiki webpage that was simply moved over to StaffNet. No further discussion.

Motion: Mr. Asbury moved to approve all three submitted ERPs as presented. Ms. Rurode seconded. Mr. Anderson called the role. Mr. Asbury, Ms. Chinn, Ms. Rurode, Ms. Mendoza, and Mr. Leimkuehler unanimously approved.

Ms. Burton requested that before discussing the new series for K-State, the Board first review the Kansas Historical Society's ERP for Archive-It since it will be needed before the new series can be approved. Ms. Burton indicated that the Archive-It ERP is a unique plan as it involves a consortium of members. Ms. Burton provided a brief description of the system. She also requested that if the Board approves the Archive-It ERP that their approval applies to all current and future members of the consortium.

Motion: Ms. Rurode moved to approve the Archive-It ERP as submitted. Mr. Asbury seconded. Mr. Anderson called the role. Mr. Asbury, Ms. Chinn, Ms. Rurode, Ms. Mendoza, and Ms. Burton unanimously approved.

The Board then returned to discuss the two new series for K-State. Ms. Mendoza noted that the new series do not specifically mention the Archive-It ERP and asked if it should be added. Mr. Anderson indicated that they indirectly refer to Archive-It. Ms. Burton confirmed that the language used was to prevent having to resubmit the series if the software changed in the future. Ms. Mendoza inquired if the phrase "web crawl seed" was standard language in the industry. Ms. Burton confirmed that it was in the archives and library professions and in the IT profession as well.

Motion: Mr. Asbury moved to approve the two new series as submitted. Ms. Rurode seconded. Mr. Anderson called the role. Mr. Asbury, Ms. Chinn, Ms. Rurode, Ms. Mendoza, and Mr. Leimkuehler unanimously approved.

State General Schedule: Mr. Anderson present the three new series and stated that all three had been vetted through the Department of Administration's Office of Personnel Services. Ms. Mendoza questioned the retention period for the new series "Family and Medical Leave Act (FMLA) Records." Mr. Anderson indicated that the retention period was based on what the Office of Personnel Services recommended. Ms. Chinn questioned if the series contained any medical records. In her experience, she had not come across any actual medical records, just correspondence from doctors on when an employee has been cleared to return to work and any accommodations that need to be made.

Motion: Mr. Chinn moved to table the new series "Family and Medical Leave Act (FMLA) Records" until more clarification and information could be provided. Ms. Rurode seconded. Mr. Anderson called the role. Mr. Asbury, Ms. Chinn, Ms. Rurode, and Ms. Mendoza unanimously agreed to table the series.

Motion: Mr. Asbury moved to approve the two new series "Americans with Disabilities Act (ADA) Accommodations Request" and "Americans with Disabilities Act (ADA) Grievance Files" as submitted. Ms. Chinn seconded. Mr. Anderson called the role. Mr. Asbury, Ms. Chinn, Ms. Rurode, and Ms. Mendoza unanimously approved.

Housekeeping: Mr. Anderson briefly went over the housekeeping changes. The Board reviewed and no further discussion.

Other Business: Future meetings were reviewed. The locations of future meetings were also discussed to ensure pandemic safety protocols are adequately addressed if meetings are held in person. Due to the changing nature of the pandemic, Ms. Chinn will reserve agency classrooms if a larger space is needed to accommodate in-person meetings if they are not held virtually. No further business discussed.

Meeting adjourned at 9:27 a.m.