Meeting called to order at 8:32 a.m. by Ms. Mendoza. Introductions made and with no additional announcements the board moved to the next order of business.

Minutes: Previous meeting minutes were reviewed.

Motion: Mr. Veatch moved to approve the January 16, 2020 meeting minutes as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, and Ms. Rurode all unanimously approved previous meeting minutes as submitted.

Kansas Department of Health and Environment: Mr. Anderson presented the new records series “Incomplete General Permit Applications” and “Institutional Review Board (IRB) Records”. The board reviewed and discussed. After clarification from Ms. Seeds, it was determined that the retention period for series, “Incomplete General Permit Applications” should read, “1 calendar year after expiration of the master general permit.”. Ms. Mendoza noticed that there was an extra character listed in the comments section for the Institutional Review Board (IRB) Records series. Mr. Anderson indicated that it is listed correctly in the database. The extra character shown is from a technical glitch when downloading from the database.
Motion: Mr. Veatch moved to approve new entries as amended and Ms. Rurode seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, and Ms. Rurode all unanimously approved new entries as amended.

Kansas State University: Ms. Rohleder presented the endorsed ERP for Exxat and provided a brief description. Mr. Leimkuehler added that the system is widely used to manage similar programs. Ms. Mendoza questioned the use of “links to policies” in the responses to section 1.2 and 1.4. Ms. Rohleder indicated that the wording has been used in previously approved ERP’s to address the difficulty of updating a series each time a policy is updated. Mr. Leimkuehler added that the links to the Policy and Procedure Manual (PPM) will be primarily static for foreseeable future and only the content will be updated. No further discussion.

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

Board moved on to discuss proposed new series entries. Mr. Anderson listed and indicated all are new series except “Out of State Appeals Board Records”. It had been previously presented but tabled. Ms. Cooper indicated that after discussion with the registrar, determined that the “pending no ongoing litigation” language in the comments section could be removed.

The board then reviewed and discussed the presented new series in order. The board determined that the title for “Complimentary Ticket Records” be amended to state, “McCain Complimentary Ticket Records.” The board agreed that the comments section for “Out of State Appeals Board Records” be amended to state, “Retain 5 calendar years from last attendance.”

Motion: Mr. Asbury moved to approve “Complimentary Ticket Records” and out of State Appeals Board Records” as amended and remaining new series as presented. Mr. Veatch seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, Ms. Rurode and Mr. Leimkuehler unanimously approved.

The board then reviewed series 0068-367 for superseding to agency specific entry.

Motion: Mr. Veatch moved to approve superseding and Ms. Rurode seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, Ms. Rurode and Mr. Leimkuehler unanimously approved.

Sheriff’s Office: Mr. Anderson presented the revised series 0009-114 and 0004-114 and provided description of each and reasoning for needing to revise. Indicated that revisions made were determined from the responses from surveys and input from Law Enforcement agencies and the Kansas Sheriff’s Association. Mr. Brandon provided additional input via comments section. The board determined that for series 0004-114 that additional restrictions of K.S.A. 45-221(a)(3)(4)(20)(30) be added to series.
Motion: Ms. Rurode moved to approve as amended. Mr. Asbury seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, Ms. Rurode and Mr. Brandon unanimously approved.

State General Schedule: Mr. Anderson presented the new series entry. The board reviewed and determined that the disposition should be changed to, “Contact Archives for Appraisal”.

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

The board reviewed and discussed the remaining revised entries.

Motion: Mr. Asbury moved to approve revised schedules as submitted and Ms. Chinn seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, and Ms. Rurode all unanimously approved.

Housekeeping: Mr. Anderson briefly went over the housekeeping changes. No further discussion necessary.

Other Business: Mr. Veatch informed the board that the Email Guidelines Task Force submitted, “ITEC Guideline 6401 Managing Electronic Mail” to the Information Technology Executive Council (ITEC) and was approved on June 9, 2020. The Electronic Records Committee endorsed on June 16, 2020. The last step in the process is presenting before the State Records Board for approval.

Motion: Ms. Chinn moved to approve ITEC Guideline 6401 Managing Electronic Mail as presented and Ms. Rurode seconded. Mr. Anderson called the role and Ms. Chinn, Mr. Asbury, Mr. Veatch, Ms. Mendoza, and Ms. Rurode all unanimously approved.

Future meeting dates were reviewed and with nothing further to discuss, the board adjourned at 10:06 a.m.