

State Records Board  
October 15, 2020  
Virtual Zoom Meeting  
Meeting ID: 835 6559 0518

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)  
Megan Rohleder, Senior Archivist – Public Services (KSHS)  
Ethan Anderson, Government Records Archivist (KSHS)  
Travis Williams, Information Technology Director, (Attorney General’s Office)  
Amanda Niemann, Administrative Operations Coord. (Attorney General’s Office)

Meeting called to order at 8:30 a.m. by Ms. Mendoza. Introductions were made. Ms. Mendoza added a brief discussion regarding KOMA and KORA concerns when approving Electronic Keeping Plans now that meetings are being held virtually. Ms. Rohleder and Mr. Asbury will independently discuss and update the board with recommendations for discussion at the next SRB meeting.

*Minutes:* Previous meeting minutes were reviewed.

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

*Kansas Attorney General’s Office:* Ms. Rohleder presented a brief overview of the iManage Work ERP. Ms. Rohleder also indicated that system is widely used in both the private and public sectors for records management and has been fully endorsed by the Electronic Records Committee (ERC). 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, Ms. Niemann unanimously approved.

*Local General Schedule:* Mr. Anderson present the new series, “Records of Unusual Importance or Exceptional Historical Interest.” Mr. Anderson indicated that entry was based off the approved State General Schedule series and meant to provide guidance to local governments. Mr. Anderson purposed revisions to the retention period and comments be made. The board discussed and determined that the retention period be changed to, “See Comments.” and the comments to read, “Retain permanently or transfer to permanent storage.”

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

*State General Schedule:* Mr. Anderson presented the new series entry 000-001. Indicated that since the ITEC Guideline 6401 Managing Electronic Mail has been approved, the new series should now be added to the schedule. Mr. Anderson then provided a brief overview of the remaining revised entry changes. The board reviewed and no further discussion.

**Motion:** Mr. Asbury moved to approve new series 000-001 as presented, Ms. Rurode seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, Ms. Mendoza all approved as submitted.

**Motion:** Ms. Rurode moved to approve revised series as presented, Ms. Chinn seconded. Mr. Anderson called the role. Ms. Chinn, Mr. Asbury, Ms. Rurode, Ms. Mendoza all approved as submitted.

*Housekeeping:* Mr. Anderson briefly went over the housekeeping changes. Mr. Anderson also indicated that series 0102-000 was just presented and approved in the previous State General Schedule revisions and should not be included in the housekeeping changes. No further discussion.

*Other Business:* Future meetings reviewed. Ms. Mendoza reminded the board that Mr. Veatch has retired empty seat on the board. In order to meet quorum requirements may necessitate the need to reschedule. Ms. Mendoza suggested that if scheduling conflicts should arise, to please inform Mr. Anderson or have temporary designee assigned.

Meeting adjourned at 9:27 a.m.