

## State Records Board

October 17, 2019

### Executive Conference Room – Kansas Historical Society

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)  
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)  
Carol Moreland, Executive Administrator, Kansas State Board of Nursing (KSNB)  
Jake Fisher, Kansas Corporation Commission (KCC)  
Shilo Heger, Riley Co. Treasurer, Kansas County Treasurers Association (KCTA)  
Kathy Tremont, Geary Co. Treasurer, Kansas County Treasurers Association (KCTA)

Via Telephone: Barb Nagle, Assistant Registrar, Kansas State University (KSU)

Meeting called to order at 8:39 a.m. and Ms. Mendoza began the introductions.

*Minutes:* Previous meeting minutes were reviewed.

**Motion:** Mr. Veatch moved approval of meeting minutes as presented. Mr. Sowers seconded, unanimous approval of April 25, 2019 meeting minutes.

*Kansas State Board of Nursing:* Mr. Anderson introduced the revised series 0064-482. Ms. Moreland explained the abandoned application process and why a shortened retention period is being requested. The board discussed the language and determined that an additional restriction should be added to protect personal information. Restrictions should be amended to K.S.A. 45-221(a)(1)(9)(30).

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

*Local Government Records – County Treasurer:* Mr. Anderson provided a brief explanation of revisions made to the proposed revised series. The board reviewed and discussed. It was determined that the description for series 0017-109 should read, “Contains lists of delinquent taxes assessed against real property within the county showing property owner, range, township, and section, acreage, parcel number, delinquent tax, penalty, total due and date paid.” Series 0048-109 should also be amended to remove the last sentence of the description.

**Motion:** Mr. Asbury moved to approve the series as amended. Mr. Sowers seconded, unanimous approval.

*Kansas State University:* Ms. Rohleder presented the Electronic Records Committee-endorsed Electronic Recordkeeping Plans for Campus Management Talisma CRM (Constituent Relationship Management) System, TargetX/Salesforce System, HRIS: Kansas State Employee Record/Payroll System, and KSIS: Kansas State Student Information System. Ms. Rohleder gave a brief overview of the systems and areas discussed by members at the ERC meeting. The board reviewed and no further discussion.

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

Mr. Anderson then presented the 14 new record series to the board. The board reviewed and discussed. It was determined that the new series entries Admission – Applicants No Enrollment and Admissions – Prospective Records should have additional language added. The series description for Admissions – Applicants No Enrollment should read, “Series includes records involved in the applicant phase of admissions. Applicants are defined as a contact who has applied to the University but has not enrolled. Records include, but are not limited to acceptance letters, test scores, applications, letters of recommendation, transcripts from other colleges or from high school.” The series description for Admissions – Prospective Records should read, “Series includes records involved in the Prospective phase of admissions. Prospects are defined as a contact who has shown some interest in K-State, but has not applied to the University. Records include, but are not limited to interactions for the purpose of recruitment, fields of interest, event registration and campus visit records.” Further discussion of remaining series determined that two other series be amended. The title for series OIE Annual Reports should read, “Office of Institutional Equity Annual Reports.” The description for series Office of Institutional Equity: Case Files should read, “Series contains records related to the investigations conducted by the Office of Institutional Equity (OIE). Series may contain, but is not limited to: correspondence, initial complaints, investigative notes, responses from parties, decisions, and attorney confidential information.” In addition, the comments section should read, “Retain 5 fiscal years after respondent’s separation from the university, subject to the release of all legal holds, then transfer high profile or precedent setting cases as directed by OIE Director to the university archives for purging, destroy the remainder.”

**Motion:** Mr. Veatch moved approval of new series as amended. Mr. Sowers seconded, unanimous approval.

*Kansas Corporation Commission:* Mr. Anderson indicated to the board that Mr. Fisher is attempting to completely update the KCC’s retention schedules which is why they are presenting the ERP and the numerous revised and new series at this time. Ms. Rohleder presented the ERC-endorsed ERP for the KCC Document Management System. She indicated that it is an Open Text Brava! system that is customized for agency needs. Mr. Veatch commented that the ERC was impressed with the level of detail the system provides for records

management and records preservation capabilities. The board reviewed and determined that the only change needed was to correct the ERP cover sheet's last sentence to, "Users can add markups and collaborate using Brava!'s robust markup tools, create new file renditions as PDF or TIFF—even redact sensitive information in the new file—for easy sharing with external recipients, and add digital signatures."

**Motion:** Ms. Chinn moved approval of the ERP as submitted and the cover sheet as amended by the ERC. Mr. Veatch seconded, unanimous approval.

Mr. Anderson presented the six new series. The board reviewed and had concerns on how easily the public could identify what types of wells the new series are identifying. It was determined that KSHS and KCC staff revise titles and descriptions for easier public understanding.

**Motion:** Ms. Chinn moved for an overall motion to allow KSHS and KCC staff to clarify titles and descriptions as needed for general public understanding. Mr. Veatch seconded. All in favor.

**Motion:** Mr. Veatch moved to approve new series, once verbiage for titles and descriptions are amended by KSHS and KCC staff for the general public. Mr. Sowers seconded. All in favor.

Mr. Anderson presented the revised series for the Public Information Office. The board determined that descriptions and restrictions needed to be amended. The description for Complaint Files should be amended to state, "Documents related to complaints about a utility filed with the KCC by consumers" and restrictions should contain K.S.A. 45-221(a)(14)(30).

**Motion:** Ms. Chinn moved to approve series 0032-143 as amended. Mr. Asbury seconded. All in favor.

Mr. Anderson then presented the Litigation Division's revised series. He informed the board that the title of series 0169-143 should be renamed Docket Files. The board reviewed and determined that other divisions have similar schedule entries for docket files and could be combined into a single series. It was determined that the description for series 0169-143 should read, "Official files for each docketed matter, including copies of orders, certificates, applications, motions, affidavits, pleadings, transcripts, or Commission Orders pertinent to the docket in formal and informal KCC proceedings." It was decided that "Multiple subunits/subunit not defined" be added to the schedule and authorized staff to supersede schedules as necessary to create one schedule for docket files.

**Motion:** Mr. Veatch moved to approve series 0169-143 as amended and to authorize staff to supersede schedules as necessary. Ms. Chinn seconded. All in favor.

**Motion:** Mr. Veatch moved to approve series 0177-143 and 0183-143 as presented. Mr. Sowers seconded, unanimous approval.

The board moved on to discuss the Utilities Division entries. The board had concerns on language used in the descriptions of several series that indicated that workpapers were not official records. It was determined that any series that referenced, "These work papers are not part of the official record" be amended to read, "These workpapers are not part of the docket files."

**Motion:** Mr. Veatch moved to approve universal motion to amend affected series. Ms. Chinn seconded, all in favor.

Discussion continued regarding missing restrictions and the need for better descriptions for the workpaper series entries. It was determined that series 0186-143, 0210-143, and 0250-143 needed additional work and should be tabled.

**Motions:** Mr. Veatch moved to table series 0186-143, 0210-143, and 0250-143. Ms. Chinn seconded. All in favor.

The board reviewed the remaining series. It was determined that the title of series 0201-143 should be changed to Accident Reports-Electric and its description to "Accidents reported by jurisdictional utilities in accordance with K.S.A. 66-132. Includes physical injuries and electrocutions of persons in contact with transmission or distribution lines, time, location and circumstances." For series 0207-143, the title should be changed to Accident Reports-Gas. In addition, the description for series 0205-143 should read, "Report filed by jurisdiction utilities reflecting BTU content level (the measure of natural gas's ability to produce heat) and BTU/Mcf at certain locations on company's system." The title for series 0208-143 should be changed to Gas Meter Reports and the title for series 0209-143 to Purchased Gas Adjustment Reports (PGA). The title for series 0420-143 should be changed to Pipeline Safety Inspection Reports and the description to "Reports completed on a field inspection, which are used to compile the annual inspection report."

**Motion:** Mr. Veatch moved to approve series 0189-143 and 0204-143 as presented and series 0201-143, 0207-143, 0205-143, 0208-143, 0209-143, and 0420-143 as amended. Mr. Asbury seconded, all in favor.

Conservation Division entries were all reviewed and discussed at length. Board determined that series 0249-143, 0346-143, 0312-143, and all Underground Injection Control Section entries be tabled in order to get more detailed information and better descriptions of what the records are. The title for series 0267-143 title should be amended to Field Inspection Records and its description amended to "Reports filed after a Commission employee inspects a well or lease. Records may include any Notices of Violation or similar documents, including correspondence and contamination site or spill site files." The title of series 0313-143 was amended to Oil/Gas Well Operator Licensing Database and its description to "Computerized

index used to track current status of all licenses to operate oil/gas wells.” The description of series 0272-143 was amended to “Applications by well operators for permission to vent or flare according to legal standards.” For better clarification, the title of series 0287-143 was amended to New Oil/Gas Pool Records. The board also requested that the title for series 0284-143 be changed to Oil and Gas Field Maps and the description for series 0322-143 to read, “Computerized index of all oil/gas wells for which the State cannot identify a responsible party.” No further discussion.

**Motion:** Mr. Veatch moved to table series 0249-143, 0346-143, 0312-143, and all Underground Injection Control Section entries. Mr. Sowers seconded, all in favor.

**Motion:** Ms. Chinn move to approve series 0310-143, 0255-143, 0306-143, and 0302-143 as presented and series 0267-143, 0313-143, 0272-143, 0287-143, 0284-143, and 0322-143 as amended. Mr. Asbury seconded, all in favor.

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

*Other Business:* Mr. Veatch provided an update on the progress of the Email Guidelines Task Force (EGTF). A final draft of the guidelines has been created and Mr. Yeary has presented them to Dr. DeAngela Burns-Wallace, Chief Information Technology Officer (CITO) and all cabinet level Chief Information Officers (CIOs) for review. The EGTF is now waiting for their responses.

The final order of business was to review the future meetings scheduled for January 16, April 16, and July 16, 2020. No changes were made.

With nothing further to discuss, the board adjourned at 11:27 a.m.