Meeting called to order at 10:03 a.m. by Ms. Mendoza and introductions were made.

Minutes: Previous meeting minutes were reviewed.

Motion: Ms. Chinn made a motion to approve the July 15, 2021 meeting minutes as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Chinn, Ms. Rurode, Ms. Mendoza, and Mr. Asbury all voted in favor. The motion passed.

Motion: Ms. Rurode made a motion to approve the October 15, 2021 meeting minutes as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Chinn, Ms. Rurode, Ms. Mendoza, and Mr. Asbury all voted in favor. The motion passed.

Kansas State University: Mr. Anderson presented one new series. Ms. Chinn asked for clarification as to what kinds of audits these records cover. Ms. Clark explained that these are operational audits. Ms. Chinn asked that the title of this series be changed from Internal Audit Files to Internal Operational Audit Files. The Board agreed.

Motion: Ms. Chinn made a motion to approve the series as amended, changing the title to Internal Operational Audit Files. Ms. Rurode seconded the motion. Ms. Chinn, Ms. Rurode, Ms. Mendoza, Ms. Clark, and Mr. Asbury all voted in favor. The motion passed.
Kansas Secretary of State: Mr. Anderson presented one new series and three revised series. Mr. Barker provided a brief background of the new series, including a history of legislation. He also provided brief explanations for the revisions to the existing series being presented. The Board asked for clarification on the 22-month retention period for the new series. Mr. Barker confirmed that the retention period matches state statute for audit records.

**Motion:** Mr. Asbury made a motion to approve the new series as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Chinn, Ms. Rurode, Ms. Mendoza, Ms. Asbury, and Mr. Barker all voted in favor. The motion passed.

The Board had no other questions about the revised series.

**Motion:** Ms. Rurode made a motion to approve the revised series as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Chinn, Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Barker all voted in favor. The motion passed.

Pooled Money Investment Board: Mr. Anderson presented the 14 series for the agency. Two of the series were new, eight were revised, and four were superseded. There was no discussion on the two new series.

**Motion:** Ms. Chinn made a motion to approve the new series as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Chinn, Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Ms. Stattelman all voted in favor. The motion passed.

The Board had no questions on the revised series.

**Motion:** Ms. Chinn made a motion to approve the revised series as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Chinn, Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Ms. Stattelman all voted in favor. The motion passed.

The Board had no questions on the superseded series.

**Motion:** Ms. Rurode moved to approve the superseded series as submitted. Mr. Asbury seconded. Mr. Anderson called the roll. Ms. Chinn, Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Ms. Stattelman all voted in favor. The motion passed.

Office of the Attorney General: Mr. Anderson presented eight series from the agency. There are six new series and two revised series. There was no discussion of the Consumer Protection Division schedules.

**Motion:** Mr. Asbury moved to approve the new series of the Consumer Protection Division as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Chinn, Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Ms. Oleen all voted in favor. The motion passed.
The three new series from the Medicaid Inspector General Division were presented to the Board. Ms. Chinn asked for confirmation that there were no additional restrictions needed for the series. Ms. Mendoza confirmed that they combed related statutes to ensure all restrictions were listed.

**Motion:** Ms. Chinn made a motion to approve the new series of the Medicaid Inspector General Division as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Chinn, Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Anderson all were in favor. The motion passed.

The Board discussed the two revised series. Mr. Anderson recommended changing the disposition listed for series 0191-082 from ‘Permanent’ to ‘See Comments.’

**Motion:** Mr. Asbury made a motion to approve the revised series as amended. Ms. Chinn seconded the motion. Mr. Anderson called the roll. Ms. Chinn, Ms. Rurode, Ms. Mendoza, and Mr. Asbury all were in favor. The motion passed.

*Housekeeping:* Mr. Anderson briefly went over the housekeeping change. The Board reviewed and had no questions.

*Other Business:* Ms. Mendoza explained that the Board will likely need to update its operating procedures. Mr. Anderson will send the document to the Board to review so the issue can be discussed at the April meeting.

Future meetings were reviewed. Ms. Chinn’s schedule conflicts with the proposed dates and times of the next few meetings. Ms. Mendoza proposed moving these meetings to afternoons at 1 p.m. and the Board agreed.

Ms. Chinn thanked staff for their work to prepare the meetings.

Meeting adjourned at 10:53 a.m.