Meeting called to order at 1:02 p.m. by Ms. Mendoza and introductions were made.

Minutes: Previous meeting minutes were reviewed. Ms. Mendoza suggested clarifying the language about the review of retention schedules.

Motion: Mr. Asbury made a motion to approve the February 3, 2022 meeting minutes as amended. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, and Mr. Asbury all voted in favor. The motion passed.

Department for Aging and Disability Services: Mr. Anderson presented one new series to the board. Ms. Mendoza asked if KSA 45-221(a)(30) should be added to the restrictions. Ms. Volle explained that the only personal health information included in the series is the address where the assessment was completed. There were no further questions.

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

Department of Administration: Mr. Anderson introduced the Electronic Recordkeeping Plan (ERP) for Microsoft O365 OneDrive/SharePoint. He advised the board that the Electronic Records Committee (ERC) requested one minor change to section 3.6 stating that the Office of Systems Management would be involved in any decisions on migration. The board had no further questions.
**Motion:** Mr. Asbury made a motion to approve the Electronic Recordkeeping Plan as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Ms. Emery all voted in favor. The motion passed.

Mr. Anderson presented the board with two revised series from the Department of Administration. The retention periods for both series are being lengthened from 5 fiscal years to 7 fiscal years. There were 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. Rurode, Ms. Mendoza, Mr. Asbury, and Ms. Emery all voted in favor. The motion passed.

*Kansas State University:* Mr. Anderson presented the board with the Electronic Recordkeeping Plan for Catfiles/W: Drive (shared drive). The ERC had asked for a minor clarification in section 3.4 on what processes are performed manually. There were no further questions.

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

Mr. Anderson presented fifteen new series for K-State Libraries, the Physician Assistant Program, and the University Honors Program. The board discussed the eight Physician Assistant series first. Ms. Mendoza asked for clarification on the phrase “cohort term.” Mr. Leimkuehler explained that the program manages its records by cohorts and that the records for each cohort year are managed the same even if members of that cohort drop out or refile for a different cohort. Ms. Mendoza asked for clarification on the 75-calendar-year retention period for Physician Assistant Program Dismissal Records. Mr. Leimkuehler and Ms. Prakash explained that the retention period is set by the accrediting body. The board had no further questions.

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

Mr. Anderson presented four new series for K-State Libraries. The board had no further questions.

**Motion:** Mr. Asbury moved to approve the new series for the K-State Libraries as submitted. Ms. Rurode seconded. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Leimkuehler all voted in favor. The motion passed.

Mr. Anderson presented the three new series for the University Honors Program. Mr. Leimkuehler added that these records are managed separately from the Registrar’s Office. The board had no further questions.
Motion: Ms. Rurode moved to approve the new series as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Leimkuehler all voted in favor. The motion passed.

Office of the State Bank Commissioner: Mr. Anderson presented three Electronic Recordkeeping Plans for the agency. These included plans for File Server, Kansas Supervised Institution Management System (KSIMS), and Mimecast. The board started with discussion about the File Server ERP. The board had no further questions about the plan.

Motion: Mr. Asbury moved to approve the File Server ERP as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Hodges all voted in favor. The motion passed.

The board discussed the KSIMS Electronic Recordkeeping Plan. The board had no further questions.

Motion: Ms. Rurode moved to approve the KSIMS ERP as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Hodges all voted in favor. The motion passed.

The board then discussed the Mimecast ERP. Ms. Mendoza asked for further explanation of the system. Mr. Hodges responded that the system automatically logs all internal and external email and that messages cannot be removed from the system. He also noted that the agency is using the Capstone approach for email management. Ms. Mendoza asked if other state agencies are using Mimecast. Ms. Burton and Mr. Anderson answered that they were unaware of other agencies using the system. Mr. Hodges also provided some information about the agency’s contract with Mimecast. The board had no further questions.

Motion: Mr. Asbury moved to approve the Mimecast ERP as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Hodges were in favor. The motion passed.

Mr. Anderson presented the two new series to the board. There were no further questions.

Motion: Ms. Rurode made a motion to approve the new series of the Office of the State Bank Commissioner as submitted. Mr. Asbury seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Hodges were in favor. The motion passed.

The board discussed the nine revised series. Ms. Mendoza suggested adding KSA 45-221(a)(14) to the series Consumer Complaint and Resolution File. There were no further questions.
Motion: Mr. Asbury made a motion to approve the revised series for the Office of the State Bank Commissioner as amended. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Ms. Rurode, Ms. Mendoza, Mr. Asbury, and Mr. Hodges were in favor. The motion passed.

Housekeeping: Mr. Anderson briefly went over the housekeeping changes. The board had no further questions.

Other Business: Ms. Mendoza reminded the board of the need to review the Board and Support Staff Operational Procedures. Ms. Mendoza asked for revisions to the procedures to accommodate more flexibility for State Archives staff. Minor revisions were made to sections I.B, II.A, and III.A.6.

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

Ms. Mendoza reminded the board that meetings for the rest of the year will be held at 1 p.m.

The meeting was adjourned at 2:03 p.m.