

State Records Board  
July 21, 2022  
Virtual Zoom Meeting  
Meeting ID: 898 6249 4357

Participants: Lisa Mendoza, designee of the Attorney General (Chair)  
Tanner Asbury, designee of the Secretary of Dept. of Administration (DofA)  
Brett Rurode, Cataloging Librarian (State Library)  
Patrick Zollner, Acting Executive Director (KSHS)  
Jordan Brewer, Assistant Attorney General (AG)  
Amber Cabrera, Attorney (Dept. of Commerce)  
Michelle McCormick, Director of Victim's Service (AG)  
Ryan Leimkuehler, University Records Manager (KSU)  
Megan Burton, Senior Archivist – Public Services (KSHS)  
Ethan Anderson, Government Records Archivist (KSHS)  
Amber Draper, Library Assistant (KSHS)

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

*Minutes:* Minutes from the April 21, 2022, meeting were reviewed.

**Motion:** Mr. Asbury made a motion to approve the April 21, 2022, meeting minutes as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Mr. Asbury, Ms. Rurode, Mr. Zollner, and Ms. Mendoza all voted in favor. The motion passed.

*Department of Commerce:* Mr. Anderson presented one new series to the board on behalf of the Business Development Division. 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. Mr. Asbury, Ms. Rurode, Mr. Zollner, Ms. Mendoza, and Ms. Cabrera all voted in favor. The motion passed.

*Kansas State University:* Mr. Anderson introduced the Electronic Recordkeeping Plan (ERP) for Slate, an enrollment management system. 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. Mr. Asbury, Ms. Rurode, Mr. Zollner, Ms. Mendoza, and Mr. Leimkuehler all voted in favor. The motion passed.

Mr. Anderson presented the board with one new series from Kansas State University. Ms. Mendoza asked whether the significant event language in the comments section referred to the 2018 Hale Library fire. Mr. Leimkuehler answered in the affirmative. The University is retaining

environmental readings from before the fire and after the renovation to analyze how conditions have changed. There were no further questions.

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

*Attorney General:* Mr. Anderson presented the 17 series for the agency. Four of the series were new, three were revised, and two were superseded by other agency schedules. The board considered the four new series for the Safe at Home and Batterer Intervention Programs first. There were no further questions.

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

Mr. Anderson presented one revised series for the Tobacco Enforcement Unit and explained the changes made to the series. There were no further questions.

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

Mr. Anderson presented two revised series for the Victim Services Division and explained the changes made to the series. There were no further questions.

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

Mr. Anderson presented the two superseded series. There were no further questions.

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

*Department of Administration:* Mr. Anderson presented one new series for the Division of the Budget. Mr. Asbury provided additional details on the scope of the series. There were no further questions.

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

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

*Other Business:* Mr. Anderson presented the board with the updated operational procedures approved at the last meeting. Ms. Mendoza elaborated that these revisions were meant to give support staff parameters to help guide their work with retention schedules. The board had no further questions.

The meeting was adjourned at 1:35 p.m.

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