

State Records Board  
October 20, 2022  
Virtual Zoom Meeting  
Meeting ID: 83 5142 3535

**Participants:** Lisa Mendoza, designee of the Attorney General (Chair)  
Tanner Asbury, designee of the Secretary of Dept. of Administration (DofA)  
Bill Sowers, Documents/Cataloging Librarian (State Library)  
Patrick Zollner, Acting Executive Director (KSHS)  
Ryan Leimkuehler, University Records Manager (KSU)  
Charlotte Self, Director of Employee Relations & ADA Coordinator (KSU)  
Heath Ritter, Program Director for Research Compliance (KSU)  
Cathy Oehm, Assistant Director of Purchasing (KSU)  
Memory Buffington, Director of Financial Operations (KSU)  
Ethan Anderson, Government Records Archivist (KSHS)  
Amber Draper, Library Assistant (KSHS)

Ms. Mendoza called the meeting to order at 1:02 p.m. and began the introductions.

***Minutes:*** Minutes from the July 21, 2022, meeting were reviewed. There were no further questions.

**Motion:** Mr. Asbury made a motion to approve the July 21, 2022, meeting minutes as submitted. Mr. Sowers seconded the motion. There was no further discussion. Mr. Anderson called the role. Mr. Asbury, Mr. Sowers, Mr. Zollner, and Ms. Mendoza all voted in favor. The motion passed.

***Kansas State University:*** Mr. Anderson introduced the Electronic Recordkeeping Plan (ERP) for the Cobblestone contract management system. At the request of the Electronic Records Committee (ERC), section 2.1 was reworded, and section 2.3 was modified to clarify what versions of the records were being retained. Language concerning what the vendor was willing to guarantee was removed from section 3.4.1. It was also clarified in sections 3.4.1 and 3.9.1.1 that both the university and the vendor may declare a disaster. Lastly, section 3.10.1 was changed to the cloud. After these concerns had been addressed, the committee endorsed the ERP system as submitted.

**Motion:** Mr. Asbury made a motion to approve the Electronic Recordkeeping Plan as submitted. Mr. Zollner seconded the motion. There was no further discussion. Mr. Anderson called the roll. Mr. Asbury, Mr. Sowers, Mr. Zollner, Ms. Mendoza, and Mr. Leimkuehler all voted in favor. The motion passed.

Mr. Anderson presented the board with nine new series from Kansas State University, seven from the University's Research and Compliance Office and two from Human Capital Services' Employee Relations and Regulations. Mr. Zollner asked if the retention period for the annual reports was appropriate. Mr. Leimkuehler clarified that the annual reports do not have the information typically found in traditional annual reports and are not used for research. The board reviewed an example. There were no further questions.

**Motion:** Ms. Sowers made a motion to approve the new series as submitted. Mr. Asbury seconded the motion. There was no further discussion. Mr. Anderson called the roll. Mr. Asbury, Mr. Sowers, Mr. Zollner, Ms. Mendoza, and Mr. Leimkuehler all voted in favor. The motion passed.

*Attorney General:* Mr. Anderson presented one revised series from the Attorney General's Office. The comments to this series were revised to include scanning language.

**Motion:** Mr. Asbury made a motion to approve the revised series as submitted. Mr. Zollner seconded the motion. There was no further discussion. Mr. Anderson called the roll. Mr. Asbury, Mr. Sowers, Mr. Zollner, and Ms. Mendoza all voted in favor. The motion passed.

*Housekeeping:* Mr. Anderson briefly presented the one superseded series from the Department of Transportation. The board reviewed and had no further questions.

*Other Business:* Mr. Anderson announced that Megan Burton is the new State Archivist for the Kansas State Historical Society.

The meeting was adjourned at 1:29 p.m.