

**AGENDA**  
**STATE RECORDS BOARD**  
**4/20/2023**  
**1:00 p.m.**  
**Kansas State Historical Society**  
**6425 SW 6th Ave.**  
**North Classroom, 1st Floor**

**Meeting Link:**

<https://us02web.zoom.us/j/83900796634?pwd=dElOT0kxZVB0N1BYNGdIT0Eza2hqdz09>

**Meeting ID:** 839 0079 6634

**Passcode:** 199180

One tap mobile

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1. Introductions and Announcements
2. Minutes from Previous Meeting
3. Kansas Bureau of Investigation
  - a. Revised Series
4. Kansas State University
  - a. Revised Series
  - b. Superseded by Other Agency-Specific Entry
5. Housekeeping Changes:
  - a. Obsolete Series
    - Department of Labor
    - Kansas State University
  - b. Revised Series
    - Kansas State University
  - c. Superseded Series
    - Department of Labor
6. Other Business:
  - a. One Time Destruction Form
  - b. Future Meetings:
    - July 20, 2023
    - October 19, 2023
    - January 18, 2024

State Records Board  
January 19, 2023  
Virtual Zoom Meeting  
Meeting ID:

**Participants:** Lisa Mendoza, designee of the Attorney General (Chair)  
Megan Burton, State Archivist – Public Services (KSHS)  
Patrick Zollner, Acting Executive Director (KSHS)  
Brett Rurode, Cataloging Librarian (State Library)  
Tanner Asbury, designee of the Secretary of Dept. of Administration (DofA)  
Ethan Anderson, Government Records Archivist (KSHS)  
Kelly McPherron – Associate General Counsel (KBI)  
Laura Graham – General Counsel & Records Officer (KBI)

Meeting called to order at 1:01 p.m. by Ms. Mendoza and introductions were made.

*Minutes:* Minutes from the October 20, 2022, meeting were reviewed.

**Motion:** Mr. Asbury made a motion to approve the October 20, 2022, meeting minutes as amended. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Mr. Asbury, Ms. Burton, Ms. Rurode, Mr. Zollner, and Ms. Mendoza all voted in favor. The motion passed.

*Kansas Bureau of Investigation:* Mr. Anderson presented updated retention schedules for KBI and explained the updated language. The board spent some time discussing the Driver's License Photo series, and ultimately had questions about the retention length and comments. There were no further questions.

**Motion:** Ms. Burton made a motion to approve the schedules, except for driver's license photos, as submitted. Ms. Rurode seconded the motion. Mr. Anderson called the roll. Mr. Asbury, Ms. Burton, Ms. Rurode, Mr. Zollner, Ms. Mendoza, and Ms. McPherron all voted in favor. The motion passed.

Mr. Anderson presented schedules that were superseded to other agency schedules from the KBI. There were no further questions.

**Motion:** Ms. Asbury made a motion to approve the revised series as submitted. Ms. Burton seconded the motion. Mr. Anderson called the roll. Mr. Asbury, Ms. Burton, Ms. Rurode, Mr. Zollner, Ms. Mendoza, and Ms. McPherron 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:* The board had no further business.

The meeting was adjourned at 1:32 p.m.

DRAFT

**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
April 20, 2023**

1. **Agency:** Kansas Bureau of Investigation
2. **Records Officer:** Laura Graham **Phone:** 785-296-8207
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 2/2/2023
5. **a) Total records – No. of Series:** 1  
**b) New series – No. of Series:** 0  
**c) Revised existing series – No. of Series:** 1  
**d) Obsolete schedule entries – No. of Series:** 0  
**e) Series superseded by other schedule entries – No. of Series:** 0  
**f) Series superseded by general schedule entries – No. of Series:** 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Appraisal Narrative:**

Kelly McPherron contacted Public Records staff about updating retention schedule 0026-083 Division of Vehicles Drivers License Photos Database. This series was tabled at the January 19, 2023, SRB meeting until further information could be obtained regarding the retention and disposition of these records. The comments have been revised to clarify this issue and reflect current agency practices.

## Retention/Disposition Schedule Entries

**083-007**

### **Kansas Bureau of Investigation Information Technology Division**

**Division of Vehicles Drivers License Photos Database** (Series 0026-083)

Database generated and maintained by the Kansas Department of Revenue Division of Vehicles and placed on the Kansas Criminal Justice Information Services (KCJIS) platform to provide fast and redundant access to drivers license information.

**Entry Status:** Ready for SRB

**Recommended Status:** Revise

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** 5 USC sec. 552a, 18 USC sec. 2721, & KSA 45-221(a)(1)(10)

**Comments:** Retain until directed by the Kansas Department of Revenue Division of Vehicles to remove.

**Schedule Authority:** Agency Schedule

**KAR Number** 53-2-139

**Last Surveyed** 19 January 2023

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Not Required**

**Remarks:** 12/29/2022 eanderson: changed subagency from Information Resource Management to Information Technology Division, reworded description, reworded the comments, and added 18 USC sec. 2721 and KSA 45-221(a)(1) to restrictions.

[series tabled at the 1/19/2023 SRB meeting until a proper retention period can be determined]

2/2/2023 eanderson: deleted 'Motor' from title and reworded the comments.

**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
April 20, 2023**

1. **Agency:** Kansas State University
2. **Records Officer:** Ryan Leimkuehler **Phone:** 785-532-5013
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 2/14/2023
5. **a) Total records – No. of Series:** 11  
**b) New series – No. of Series:** 0  
**c) Revised existing series – No. of Series:** 4  
**d) Obsolete schedule entries – No. of Series:** 5  
**e) Series superseded by other schedule entries – No. of Series:** 2  
**f) Series superseded by general schedule entries – No. of Series:** 0
6. **Archival/Permanent records – No. of Series:** 5
7. **Appraisal Narrative:**

Ryan Leimkuehler contacted Public Records staff about updating 11 retention schedules for Kansas State University. Most of the series are from the Office of the Registrar. Some of the changes include slight adjustments to clarify retention periods and clarifying the language used in the dispositions.

## Retention/Disposition Schedule Entries

**367-001**

### **Kansas State University**

#### **Approved Program/Plan Changes (Series 0650-367)**

Series includes student submitted forms to change major or minor. This form is also used to declare a second major or minor.

**Entry Status:** Ready for SRB

**Recommended Status:**Revise

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.

**Comments:** Retain 5 years from graduation or last enrollment, then destroy. The office of the University Registrar is the office of record.

**Schedule Authority:** Agency Schedule

**KAR Number** 53-2-204

**Last Surveyed** 18 October 2019

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 2/14/2023 eanderson: changed retention and disposition from Permanent to See Comments and revised comments to include "Retain 5 years from graduation or last enrollment, then destroy."

#### **Diploma Order Records (Series 0659-367)**

Series includes diploma orders, mailing addresses, replacement orders, and duplicate diploma orders, and orders returned to the office of the University Registrar due to failed delivery.

**Entry Status:** Ready for SRB

**Recommended Status:**Revise

**Retention Period:** 3 calendar years

**Disposition:** Destroy

**Restrictions:** Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.

**Comments:** The office of the University Registrar is the office of record.

**Schedule Authority:** Agency Schedule

**KAR Number** 53-2-205

**Last Surveyed** 16 January 2020

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 2/14/2023 eanderson: changed retention period from 2 calendar years to 3 calendar years.

#### **General Catalogs (Series 0664-367)**

Series includes the university general course catalogs.

**Entry Status:** Ready for SRB

**Recommended Status:**Revise

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** None

**Comments:** The office of the University Registrar retains records for 10 academic years, then transfers to the university archives.

**Schedule Authority:** Agency Schedule

**KAR Number** 53-2-205

**Last Surveyed** 16 January 2020

**Record Copy:** Paper, Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 2/14/2023 eanderson: changed disposition from See Comments to Archives and changed comments to simplify discussion of 'current records' and 'legacy records.'

**Non-Disclosure Request Records (Series 0670-367)**

Series includes all records related to non-disclosure requests and releases, which students submit to ensure directory information is not shared or released.

**Entry Status:** Ready for SRB

**Recommended Status:**Revise

**Retention Period:** Permanent

**Disposition:** Permanent

**Restrictions:** Portions may be restricted per KSA 45-221(a)(1), 20 U.S.C. 1232g; 34 CFR Part 99.

**Comments:** The office of the University Registrar is the office of record.

**Schedule Authority:** Agency Schedule

**KAR Number** 53-2-205

**Last Surveyed** 16 January 2020

**Record Copy:** Paper, Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 2/14/2023 eanderson: changed retention period and disposition from See Comments to Permanent and removed destruction language from comments.



## Retention/Disposition Schedule Entries

**367-001**

### **Kansas State University**

#### **Curriculum Change Records** (Series 0020-367)

Form submitted by a student requesting permission to change academic objectives.

**Entry Status:** Ready for SRB

**Recommended Status:**Supersede (Other)

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain 5 years after last attendance at KSU, then destroy.

**Schedule Authority:** Agency Schedule

**KAR Number** 53-2-103

**Last Surveyed** 24 November 1994

**Record Copy:** Unknown

**Remarks:** 2/14/2023 eanderson: series superseded by 0650-367 Approved Program/Plan Changes.

#### **Transcript Order Form** (Series 0067-367)

Form completed by students to request that a copy of their permanent record be forwarded to another agency or school.

**Entry Status:** Ready for SRB

**Recommended Status:**Supersede (Other)

**Retention Period:** 003 fisc yrs

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain 3 fiscal years then destroy, provided all audit requirements have been resolved.

**Schedule Authority:** Agency Schedule

**KAR Number** 53-2-103

**Last Surveyed** 24 November 1994

**Record Copy:** Unknown

**Remarks:** 2/14/2023 eanderson: series superseded by 0678-367 KSU Official Transcript Request Records.

## Housekeeping Changes Since 19 January 2023 20 April 2023

### Obsolete

296-002

Department of Labor  
Division of Staff Services

Books of Original Entry (Series 0011-296)  
Description:

296-003

Department of Labor  
Division of Employment Security

Periodicals, Legislative Bulletins (Series 0091-296)  
Description:

367-001

Kansas State University

Graduation Honors (Series 0666-367)  
Description: Series includes graduation honors received by individual students.

Honor and Integrity Sanction Records (Series 0668-367)  
Description: Series includes determinations of sanctions reported to the office of the University Registrar by the Office of Honor and Integrity related to violations of the University Honor Code.

Registrar Hold Records (Series 0671-367)  
Description: Series includes all records related to placing a hold on student records for various administrative purposes.

Semester Honors List (Series 0685-367)  
Description: Series includes the semester honors list recognizing students for academic achievement.

Class Enrollment Form (Series 0014-367)  
Description: Form used by the student and the advisor to determine the classes in which a student will enroll for a given term and to update addresses and other information.

## Housekeeping Edit

367-001

Kansas State University

Degree Statistics (Series 0654-367)

Description: Series includes statistics related, but not limited to, number of degrees by college, race, gender, etc.

Enrollment Summary By Section (Series 0661-367)

Description: Series includes all records regarding enrollment summaries by course section. Summaries may include various statistical breakdowns of each course by section.

Residency Tuition Records (Series 0673-367)

Description: Documents submitted by students to provide support for their application to pay in-state/resident tuition.

Physician Assistant Program Dismissal Records (Series 0705-367)

Description: Records consist of all documentation relevant to a student's dismissal from the PA program, such as grades, advisor notes, clinical preceptor notes, etc.

## Superseded Series

296-002

Department of Labor

Division of Staff Services

Books and Related Correspondence (Series 0010-296)

Description:

Budgetary Documents and Correspondence (Series 0014-296)

Description:

Job Applicant Flow Data (Series 0030-296)

Description:

Payroll Documents (Series 0038-296)

Description:

# ONE-TIME DISPOSAL OF OBSOLETE RECORDS

THIS FORM IS USED BY AGENCIES TO OBTAIN PERMISSION FROM THE STATE RECORDS BOARD TO DESTROY OBSOLETE RECORDS THAT DO NOT HAVE A PREVIOUSLY APPROVED RECORDS RETENTION SCHEDULE.

## AGENCY INFORMATION

Agency Name:

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Contact Name:

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Agency address:

---

Contact email address:

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Contact Phone Number:

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Signature of Records Officer:

Date:

---

State Archivist Signature:

Date:

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## RECORDS TO BE DISPOSED

[illegible]

