1. Introductions and Announcements

2. Minutes from Previous Meeting

3. Behavioral Sciences Regulatory Board
   a. Revised Series

4. Kansas Historical Society
   a. Revised Series

5. Housekeeping Changes:
   a. Obsolete Series: KSHS
   b. Superseded Series: KSHS

6. Other Business:
   a. Future Meetings:
      • October 19, 2023
      • January 18, 2024
      • April 18, 2024
      • July 18, 2024
Meeting called to order at 1:02 p.m. by Ms. Mendoza and introductions were made.

Minutes: Minutes from the January 19, 2023, meeting were reviewed. There were no further questions.

Motion: Mr. Zollner made a motion to approve the January 19, 2023, meeting minutes as amended. Ms. Rurode seconded the motion. There were no further questions. Ms. Burton called the roll. Ms. Mendoza, Ms. Burton, Mr. Zollner, Mr. Hansen, and Ms. Rurode all voted in favor. The motion passed.

Discussion for KBI have been tabled for the next meeting.

Kansas State University: Ms. Burton presents eleven series regarding needed updates to their retention schedules. The changes include slight adjustments to clarify retention periods and the language used in the dispositions. Ms. Mendoza noted the four revised existing series: retentions for program and plan changes, diploma order records, general catalogs, and nondisclosure request record schedules to open a dialogue for questions and further discussion. Ms. Burton clarified the discussion is about the revised existing series and not the two series that are superseded by other schedule entries.

Motion: Ms. Burton made a motion to approve the programs and plan changes as submitted. Mr. Hansen seconded the motion. There were no further questions. Ms. Mendoza, Ms. Burton, Mr. Zollner, Mr. Hansen, Ms. Rurode, and Ms. Brundage all voted in favor. The motion passed.
Discussion regarding the two superseded entries is hosted. A dialogue is opened regarding questions or comments about records that are superseded to and other agencies entry. There were no further questions.

**Motion:** Ms. Rurode made a motion to approve superseding the schedules as submitted. Ms. Burton seconded the motion. There were no further questions. Ms. Burton called the roll. Ms. Mendoza, Ms. Burton, Mr. Zollner, Mr. Hansen, Ms. Rurode, and Ms. Brundage all voted in favor. The motion passed.

**Housekeeping changes:** Ms. Burton review housekeeping changes for the obsolete records, what edits have been made to clarify the language, and lastly, there were records that were superseded. Ms. Burton clarified that the superseding records that are being superseded to the general schedule can be conducted without board approval.

**Other business:** Mr. Burton provided information regarding the idea of adding a one-time obsolete records form for institutions. Mr. Leimkuehler brought to Ms. Burton’s attention of a massive IT project that recognized records that do not have a retention schedules, but they do not create those records anymore. The obsolete records form provides a process allows agencies to fill out a one-time records disposal form. All the agency information that we receive from a cover sheet, with an addition of a sign-off from the state archivist. A graph is provided to identify what the records are to provide notice on how much in volume of the records they are seeking to destroy. Ms. Burton opens for questions to the board. Ms. Mendoza asks question to Mr. Hansen and Mr. Asbury about destruction and disposition of records. Mr. Hansen and Mr. Asbury respond with there is not an easy yes or no answer to the question to follow state statute. More research is required before formalizing the document.

The meeting was adjourned at 1:29 p.m.
1. **Agency:** Behavioral Sciences Regulatory Board

2. **Records Officer:** David Fye  
   **Phone:** 785-296-2340

3. **Appraising Archivist(s):** Megan Burton

4. **Date of Appraisal:** 07/13/2023

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:** 1

9. **Appraisal Narrative:**

   David Fye contacted archives staff to update their records retention schedule. They would like to digitize their licensing records but need to clear up some space and lighten the workload prior to that project. After discussions with staff, it was decided that the agency should decrease the retention period and remove language that indicates the agency is using off-site storage. These records are currently still in paper format but will eventually be electronic. David is aware that an ERP will be needed when that time comes and is ready to work on it once decisions about their system of record have been made.
Retention/Disposition Schedule Entries

102-001
Behavioral Sciences Regulatory Board

Licensing Files (Series 0013-102)
Applications and supporting documentation relating to the licensing process for social workers, counselors, psychologists and therapists to practice in the state of Kansas.

Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: See Comments
Disposition: Archives
Restrictions: KSA 45-221(a)(1)(6)(9), 5 USC Sec. 522a
Comments: Retain in office until license has expired plus 2 years, then transfer to the archives.
Schedule Authority: Agency Schedule
KAR Number 53-2-121
Last Surveyed 20 July 2023
Record Copy: Paper
Remarks: 06/17/2019 eanderson: Reworded comments from "transfer to the records center" to "transfer to storage facility."
06/17/2019 eanderson:
06/17/2019 eanderson:
7/17/2023 mburton: Changed retention to 2 years after the license expires, then transfer to archives.
1. **Agency:** Kansas Historical Society

2. **Records Officer:** Megan Burton  **Phone:** 785-296-8681

3. **Appraising Archivist(s):** Megan Burton

4. **Date of Appraisal:** 6/13/2023

5. a) **Total records – No. of Series:** 14
   
b) **New series – No. of Series:** 0
   
c) **Revised existing series – No. of Series:** 2
   
d) **Obsolete schedule entries – No. of Series:** 8
   
e) **Series superseded by other schedule entries – No. of Series:** 0
   
f) **Series superseded by general schedule entries – No. of Series:** 4

9. **Appraisal Narrative:**

   Megan Burton started the process of updating the State Archives Division retention schedules. The first review of schedules found a lot of obsolete and outdated series. Megan and her colleagues in the archives met to discuss these changes and agreed to revisions to retention periods, remove obsolete records, and supersede where the general schedule already have entries. This process will be ongoing as they work to update all divisions in the agency.
RetentionPolicy/Disposition Schedule Entries

288-002
Kansas State Historical Society
State Archives Division

Call Slips (Series 0045-288)
Forms completed by research patrons and staff members to request in the retrieval of materials from the holdings.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 2 fiscal years
Disposition: Destroy
Restrictions: KSA 45-221(a)(23)
Schedule Authority: Agency Schedule
KAR Number: 53-2-137
Last Surveyed: 20 July 2023
Record Copy: Paper
Remarks: 07/30/2015 mwiget: Removed language regarding SRC transfer procedures; noted format.
7/17/2023 mburton: changed retention period from 10 fiscal years to 2 fiscal years

Patron Research Request Records (Series 0451-288)
Correspondence, payment information, and other documentation related to patrons' request for research.
Entry Status: Ready for SRB
Recommended Status: Revise
Retention Period: 2 fiscal years
Disposition: Destroy
Restrictions: Portions may be restricted per KSA 45-221(a) (7) (8) (14) (23)
Schedule Authority: Agency Schedule
KAR Number: 53-2-155
Last Surveyed: 20 July 2023
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Pending
Remarks: Changed retention from "until no longer useful."
7/17/2023 mburton: updated series title and description to be more descriptive of what the records are.
Housekeeping Changes Since 30 April 2023
17 July 2023

Obsolete

288-002
Kansas State Historical Society
State Archives Division

Records Center Authorization for Access Forms (Series 0119-288)
Description: Forms completed by agency personnel listing the names of agency staff
authorized to request records for retrieval from the state records center and
maintained for security purposes.

Records Center Destruction Certificates (Series 0127-288)
Description: Forms completed by records center staff documenting the shredding of
confidential state agency records that have met their retention requirements.

Records Center Disposition Forms (Series 0128-288)
Description: Forms completed by records center staff informing agencies that specific
records have met their approved retention requirements and will be destroyed or
transferred to the archives.

Records Center Inventory Control Database (Series 0123-288)
Description: Computer database containing information on the contents, location,
retention, and disposition of records stored at the records center maintained to
facilitate record retrieval & destruction/transfer.

Records Center Operations Files (Series 0113-288)
Description: Budgets, reports, security information, and other documents relating to
the Historical Society staff’s administration of the state records center.

Records Center Request Forms (Series 0120-288)
Description: Forms completed by the state records center staff listing the location and
type of records requested for retrieval by agency personnel.

Records Center Transfer Forms (Series 0122-288)
Description: Form filled out by agency personnel detailing the box contents of
records transferred to the state records center and maintained for access control purposes.

Reference Files (Series 0052-288)
Description: Reference files used to answer questions from patrons.

Superseded series

288-002
Kansas State Historical Society
State Archives Division

Statistical Reports - Working Files (Series 0129-288)
Description: Variety of statistical reports compiled for annual report, budget, etc.

Subject Files (Series 0150-288)
Description: Variety of documents relating to task force and committee activities, operations, and interests of staff.

Subject Files (Series 0150-288)
Description: Variety of documents relating to the operation and administration of the division.

Subject Files (Series 0151-288)
Description: Variety of documents relating to the activities and interests of the assistant division director.