

**State Records Board
Quarterly Meeting
January 24, 2008**

Acting under the provisions of the Kansas Statutes Annotated 45-404 and 75-3504, the State Records Board met January 24, 2008, in the Executive Conference Room of the Kansas State Historical Society to consider requests for approval of retention and disposition schedules and of additions to or revisions of such schedules for the following agencies:

Kansas Department of Labor (KDOL)
State General Schedule
Department of Transportation (KDOT)
County Juvenile Justice Programs
Johnson County Department of Corrections Recordkeeping Plan

In attendance were Mike Smith, chair, Kansas State Attorney General's Office; Matthew Veatch, State Archivist, Kansas State Historical Society; Dr. Patricia Michaelis, Director, State Archives and Library Division, Kansas State Historical Society; Bill Sowers, Kansas State Library; Duncan Friend, Department of Administration; Scott Leonard, State Records Manager and Electronic Records Specialist, Kansas State Historical Society; Letha Johnson, Archivist, Kansas State Historical Society; Kristopher Graves, Government Records Analyst, Kansas State Historical Society; Jesse Romo, Kansas Department of Transportation; Rebecca Sanders, Kansas Department of Labor; Lesa Laverne, Kansas Department of Labor; Paul Bicknell, Kansas Department of Labor; Bob Lierz, Kansas Department of Labor; Heather Wilke, Kansas Department of Labor; Steve Markley, Kansas Department of Labor; Randy Bowman, Juvenile Justice Authority; Fred Gatlin, Juvenile Justice Authority; Dennis Laughlin, Unified Government of Wyandotte County/Kansas City, KS; and Kirsten Goodman, Administrative Assistant, Kansas State Historical Society.

Chairman Smith opened the meeting with introductions and welcomed visitors to the meeting.

Minutes

Dr. Michaelis moved to approve the minutes from the previous meeting; Mr. Friend seconded the motion. The minutes were approved.

General Schedule for Local Governments

County Juvenile Justice Programs

There was a change in the comments for the Operational Records and in the remarks on the Block Grants Program Records from what was given to the board prior to the meeting. Mr. Smith asked if there were any comments from the board; there being no comments, Mr. Smith opened the discussion to County Juvenile Justice members present. The members commented that they appreciated the schedule coming up for

review as they have been waiting to get their records schedule for 10 years. Mr. Veatch moved to approve the schedule; Mr. Sowers seconded the motion. The schedule was approved.

Johnson County Department of Corrections Recordkeeping Plan

Mr. Leonard informed the board that the Electronic Records Committee had endorsed the electronic recordkeeping plan. This is similar to the plan submitted for the County Sheriff Office. Mr. Leonard clarified for Mr. Smith the differences between the previous Electronic Recordkeeping Plan and the current version. The agency will be moving towards the PDF/A file format. Dr. Michaelis moved for approval and Mr. Veatch seconded the motion. The schedule was approved.

Kansas Department of Transportation, Division of Administration, Bureau of Personnel Service

Mr. Leonard explained an additional entry, Personal Library System, which was left off schedule sent to board members. Board members questioned Mr. Romo regarding the retention period. Mr. Veatch suggested changing the comments to clarify which type of files documents would be purged. Mr. Friend questioned if medical records were usually part of personnel files. Mr. Veatch suggested adding restrictions for the medical records. Dr. Michaelis moved that the entry be approved as amended; Mr. Veatch seconded the motion. The schedule was approved.

Kansas Department of Transportation, Division of Public Affairs

Next the board looked at the entries for the Division of Public Affairs. Mr. Veatch explained the remarks for some of the entries, "Modified General Schedule Entry," and Mr. Smith asked that in the future the modification be explained. Mr. Veatch moved that the schedule be approved as submitted; Mr. Sowers seconded the motion. The schedule was approved.

Kansas Department of Transportation, Division of Planning

Mr. Leonard explained that the electronic and paper versions of the maps would be retained, the paper version schedule for transferred to the archives. Historical Society staff did not feel that an Electronic Recordkeeping Plan was necessary at this time. Mr. Sowers moved for approval of the schedule as submitted; Mr. Friend seconded the motions. The schedule was approved.

Kansas Department of Labor

Mr. Leonard explained that these entries were brought before the board at the October meeting, and were tabled to let the agency and Mr. Leonard work through some of the issues raised at the meeting.

Kansas Department of Labor, All Divisions

Dr. Michaelis questioned the difference between the Department of Labor Manuals and Handbooks entry and the Operations and Procedures Manuals entry. Mr. Markley stated that there was no difference between the two series. Dr. Michaelis suggested combining the series under Operations and Procedures Manuals. Mr. Veatch moved

that the schedule be approved, moving series 0089-296 to the obsolete list, and changing the series to 0062-296. Dr. Michaelis seconded the motion. The schedule was approved.

Kansas Department of Labor, Division of Employment Security

Mr. Leonard explained that there were three series that can be transferred to the archives if the agency no longer wants to retain them permanently in office. Dr. Michaelis questioned the need for series 0061, Employment Security Division Manual, Handbooks, on page five of ten, in light of the entry approved for all divisions. Mr. Markley agreed that the entry, 0061, should be removed. Mr. Smith asked if there were any additional questions or comments regarding the schedule. Dr. Michaelis questioned the series title on the last entry, Unemployment Tax Collection Files in the Legal Unit. She asked if the comments could reflect that the files are kept in the Legal Unit. Dr. Michaelis suggested changing the series title to Unemployment Tax Collection Legal Files, and Mr. Friend suggested the comments could still include that the files were located in the Legal Unit. Mr. Smith questioned the restrictions for the series, and Mr. Markley state that K.A.R. 50-4-2 also restricts the records. Dr. Michaelis moved that the schedule be approved as amended; Mr. Sowers seconded the motion. The schedule was approved.

Kansas Department of Labor, Division of Labor Market Information Services (LMIS)

Mr. Smith asked the board how they felt about the use of the LMIS acronym. Mr. Veatch indicated that in this case, there was no concern since the acronym stands for the division. Mr. Veatch suggested adding the acronym to the appraisal report and removing it from the series titles in the schedule. Mr. Markley commented that the agency has several divisions that have similar records, so using the acronym would help clarify the division the series are for. Mr. Markley addressed series 0168, SO-117 Class I Railroad Data – LMIS. He passed out an example of the series, and commented that K.S.A. 447-14(f) also restricted the information. The restriction, K.S.A. 447-14(f), should also be added to the Quarterly Reports (0165) according to Mr. Markley. Mr. Veatch indicated that the archives would not be interested in obtaining the series if it was permanently restricted. Dr. Michaelis asked if the series description should be changed to reflect the nature of the series. Mr. Smith suggested dropping the first six words in the description so that it would read “Monthly railroad unemployment claims by county.” Mr. Veatch moved that the schedule be approved as amended; Mr. Friend seconded the motion. The schedule was approved.

Kansas Department of Labor, Division of Industrial Safety and Health

Mr. Leonard explained that the schedule entries all dealt with the boiler safety. It was explained that the new retention period reflected the statutes of limitations, plus a couple of years. Dr. Michaelis moved that the schedule be approved; Mr. Veatch seconded the motion. The schedule was approved.

Kansas Department of Labor, Fiscal Management

Mr. Leonard explained that this was a change in disposition from shred to destroy. Mr. Veatch noted that year needed to be changed to years. Mr. Sowers moved that the schedule be approved as amended; Mr. Veatch seconded the motion. The schedule was approved.

Kansas Department of Labor, Employment Standards

Mr. Leonard explained that this entry was also a change in disposition. Dr. Michaelis moved that the schedule be approved; Mr. Veatch seconded the motion. The schedule was approved.

Kansas Department of Labor, Obsolete or Superseded Series.

Mr. Leonard explained that the list reflects that the series listed were no longer being kept, and the board did not need to take any action. Dr. Michaelis commented that the approved schedules reflected the completion of a long process.

General Schedule State Agencies

Mr. Leonard reported that former KSHS staff member, Cynthia Laframboise had previously worked on this entry for state employee exit interviews. Mr. Leonard spoke with some one at the Division of Personnel Services who indicated the record was kept separate from employee personnel files by agencies. Mr. Veatch moved that the schedule be approved as submitted; Mr. Sowers seconded. The schedule was approved.

Annual Report

Mr. Leonard indicated that the report had been added to KSPACE and was available to the public by looking under the Department of Administration and then the State Records Board. Mr. Leonard briefly explained KSPACE for Mr. Smith's benefit. Mr. Leonard asked to whom the report needed to be sent. Dr. Michaelis suggested a letter that summarized the activities of the board. It was decided that an email should be sent to the usual recipients and a paper letter to the members of the State Legislature. Mr. Veatch suggested including the data on the number of entries submitted for each agency. Mr. Friend indicated that including the data for all agencies in the letter. Mr. Sowers asked that the State Library receive two paper copies of the report. Mr. Leonard asked who should receive the email. Mr. Friend indicated that ITAB and the INK board should receive the email. Mr. Leonard asked if records officers and agency heads should also receive the letter or email. The board indicated that the records officers should receive the emails and that agency heads should receive the letter.

New Business

Mr. Leonard commented that the dates listed are the regularly scheduled date. Mr. Sowers indicated that April 10 falls during the Kansas Library Association conference. Mr. Veatch indicated April 17 would fall during the MAC Conference. The meeting date for April was set for April 24. The July meeting date was approved. Mr. Leonard indicated that he would email the list of dates out to board members for review.

Mr. Veatch described the \$600,000 electronic records grant program that the Historical Society is involved in. It is an E-Legislature project headed by the Minnesota Historical Society and California, and is based on previous projects. Kansas is one of the test states. Consultants from the National Association of State Legislatures and other organizations will be brought in to help Historical Society staff with the project. The Historical Society will hold a meeting in the spring to describe the legislative process in Kansas. The consultants will use the information to devise a plan for managing the electronic records of the Kansas Legislature.

Dr. Michaelis described the KSHRAB, and indicated that the board will be holding an Electronic Records Conference for members of the legislature and others, in conjunction with the University Libraries. Dr. Michaelis asked if the board wanted to be named as partner as well. It will be a one-day conference with the morning session aimed at administrators and the afternoon session for more technical information. A date has not been set as yet. Dr. Michaelis asked if a board member wanted to serve on the planning committee. Mr. Friend will check into his availability to serve. Mr. Veatch moved that the board be a sponsor of the conference; Mr. Sowers seconded the motion. The motion was approved.

The meeting adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Veatch". The signature is written in a cursive, flowing style.

Matthew B. Veatch,
State Archivist and Secretary,
State Records Board