

STATE RECORD BOARD
April 9, 2009
8:30 p.m.
Kansas State Historical Society
Center for Historical Research
6425 SW 6th Ave.
Executive Conference Room, 2nd Floor
Minutes

Acting under the provisions of the Kansas Statutes Annotated 45-404 and 75-3504, the State Records Board met on April 9, 2009, 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
Kansas Department of Administration
Kansas State Historical Society

The agenda also included one general schedule entry revision.

In attendance were Mike Smith, chair, Kansas State Attorney General's Office; Matthew Veatch, State Archivist, Kansas Historical Society; Dr. Patricia Michaelis, Director, State Archives and Library Division, Kansas Historical Society; Bill Sowers, Kansas State Library; Duncan Friend, Department of Administration; and Scott Leonard, State Records Manager and Electronic Records Specialist, Kansas Historical Society. Also in attendance were representatives from the Kansas Department of Labor: Heather Wilke, Jose Castillo, and Richard L. Thomas.

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

Minutes

After reviewing the minutes from the January meeting, Mr. Friend moved to approve the minutes. Mr. Sowers seconded the motion. The minutes were approved without changes.

Kansas Department of Labor-Division of Workers Compensation

Four schedule entries were under consideration. Mr. Leonard provided the background.

Mr. Castillo provided samples of Self-insured Files for the board to review. Mr. Castillo explained that the files are created when an employer (business) applies to Worker's Compensation for self-insurance status. The business must demonstrate the capability to be self-insured. These files related to this approval

process. The files are closed when the status of the business changes (switches to traditional insurance or the business closes) and after all claims are paid. The files contain, primarily, information about the businesses, which are generally larger businesses with the resources to cover self-insurance. The Board reviewed the sample files and concluded that the records did not possess enduring value.

The board also discussed the other schedule entries being considered: Election Files, Medical Dispute Files, and Utilization and Peer Review Files (change to 2 years after case is closed and then destroy)

Mr. Veatch moved approval as amended and Mr. Sowers seconded the motion. The board approved the adoption of the entries as amended.

Heather Wilke, the records officer and legal counsel, asked what constitutes something that we keep for the archives. Mr. Veatch and Dr. Michaelis explained how the board considers administrative, legal and historical value. Mr. Veatch explained that the nature of restrictions could also influence the disposition of records.

Kansas Department of Administration—Division of Accounts and Reports

The Division of Accounts & Reports has requested a shortened period for Bond Purchase Report by Agency series. The information is also maintained by U. S. Treasury. Dr. Michaelis moved approval of the entry and it was seconded by Mr. Veatch. The board approved the change requested.

Mr. Leonard disturbed a list Obsolete/Superseded Series for the Division of Accounts and Reports. It is the board policy to distribute this list when entries are removed from the current schedule. This is for information purposes only. Mr. Veatch responded to Mr. Friend's question concerning why we do this.

Kansas State Historical Society—State Archives and Library Division

The board discussed the schedule entry for Patron Sign-In Sheets. Mr. Leonard explained that there is some duplication of this information in patron database—which is yet to be schedule pending the completion of an electronic record keeping plan. Mr. Veatch moved, Mr. Friend seconded, and the board approved the motion.

State General Schedule—Personnel

The board considered adding a restriction to the entry for Employee Personnel Files. This would make the restriction consistent with actions the board took at it last meeting with regard to the series Employment Applications – Not Hired (ID 0043-000). Mr. Veatch made a motion for approval, Mr. Sowers seconded the motion and the board approved the addition of the restriction KSA 45-2219(a)(6) to the series Employee Personnel Files.

Future meeting dates were distributed. It appears that at least two board members may have conflicts with the July 9, 2009 date so Mr. Leonard will work with board members to schedule an alternative date. Other future dates follow: October 8, 2009; January 14, 2010; and April 8, 2010.

As part of other business, Mr. Veatch provides an update on the Kansas Enterprise Electronic Preservation (KEEP). Mr. Smith, as chair of the State Records Board, had written a letter of support for the project application to the Information Network of Kansas (INK). The project is very much a partnership with State Legislature, Dept. of Administration, possibly Secretary of State, and Judicial Branch. Funding includes and 2009 budget enhancement of \$149,500 and \$175,000 for the grant from INK. There is a possibility of additional funds from Library of Congress National Digital Information Infrastructure and Preservation Program (NDIIPP). The KEEP project will build a trusted digital repository based on OAIS model, Project plans being developed and project governance—steering committee, project team, and stakeholder advisory team—is being finalized. Mr. Smith will be asked to represent the State Records Board (SRB) on the stakeholder advisory team. Mr. Veatch also briefed the board on HB2195 which will impact the SRB. If passed, the State Archivist will promulgate standards for digital repositories to be approved by State Records Board. The bill also gives the State Archivist authority to authenticate records if kept according to these standards. It was passed by House, and by Senate Ways and Means, where it was amended to include provisions to do business with the state electronically (as well as via paper and fax, already in numerous statutes. This authority is similar to authority the SRB has for microfilm standards. The new bill provides establishing the standards and related policies through rules and regulations.

There was a brief discussion about Attorney General Case Management files and how to contact Tom Beal, who is heading this project. Mr. Smith suggested sending Mr. Beal an e-mail, with a copy to Mr. Smith. Apparently the Attorney General's office is planning to archive the electronic files at the State Archives. The State Archives does not yet have this capability but this could be part of the KEEP project.

The meeting was 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.