

STATE RECORD BOARD
October 21, 2009
1:30 p.m.
Kansas State Historical Society
Center for Historical Research
6425 SW 6th Ave.
Executive Conference Room, 2nd Floor
Minutes

Present: Mike Smith, Attorney General's Office; Duncan Friend, Department of Administration, DISC; Bill Sowers, State Library; Matt Veatch, Pat Michaelis, Scott Leonard, Kansas Historical Society.

Guests: Heather Wilke, Jose Castillo, Richard Thomas, Department of Labor; Jean-Claude Kandagaye, Board of EMS; Elaine Frisbie, Department of Administration, Division of the Budget; Jean Boline, Board of Technical Professions; Sandy Powell, SRS; Marcella Wiget, Matt Gorzalski, Kate Rogge, KSHS.

1. Introductions and Announcements
2. Minutes of Previous Meeting
 - a. Mike asked that his name be added to the list of those present at the meeting.
 - b. Bill moved approval of the minutes as amended, Pat seconded, passed.
3. Kansas Department of Administration
 - a. Division of Budget (1)
 - i. Scott indicated that the Division of Budget wanted to change the retention period to enable the agency to transfer the records to the State Archives after five years.
 - ii. Mike asked whether the records were maintained in paper or electronic form – the agency representative stated that the records were maintained in paper form
 - iii. The agency representative also indicated that the records transferred to the State Archives were “clean” copies of the agency budgets; marked up copies are retained by the analysts.

- iv. Mike asked whether the “marked up” copies of the budget appeared on the schedule – Scott said it did not.
 - v. The board agreed that the marked up budgets should appear on the schedule and decided to postpone consideration of both series until the next meeting.
- 4. Kansas Racing & Gaming Commission (2)
 - a. Scott indicated that NHPRC grant project suggested reappraisal of the steward’s and judge’s reports from archival to destroy.
 - b. Pat moved approval, Matt seconded, approved.
- 5. State Board of Technical Professions (1)
 - a. Scott reported that State Archives staff, in the process of describing records, recommended that Examination Records be reappraised as not possessing enduring value. The agency representative indicated that the records have long-term administrative value to the Board of Technical Profession. Mike suggested changing the proposed “permanent” retention to “retain until no longer useful, then destroy.” The agency rep agreed to this modification and the board did as well.
 - b. Pat moved approval as amended, Duncan seconded, approved.
- 6. Kansas Department of Labor
 - a. Division of Workers Compensation (2)
 - i. Scott reported that the agency requested to reduce the retention period for the series under consideration from 50 years to 25 years. He also stated that the records appeared on the agency’s electronic recordkeeping plan.
 - ii. Duncan moved, Bill seconded, approved.
- 7. Kansas Board of EMS (5)
 - a. Scott reported that the board had tabled several series at the last meeting because they had concerns about the “permanent” retention period being recommended. The agency agreed to change the retention to 5 years and then destroy.

- b. Duncan asked for clarification on the reason the series were tabled at the last meeting.
 - c. Matt moved, Bill seconded, approved.
- 8. Juvenile Justice Authority
 - a. Kansas Juvenile Correctional Complex (12)
 - i. KJCC Superseded (8)
 - ii. KJCC Obsolete (3)
 - b. The board agreed to postpone consideration of JJA.
- 9. Other Business
 - a. Statistical Report
 - i. Scott distributed a revised report that depicted a breakdown of the approved series by final disposition.
 - b. NHPRC grant project report
 - i. Pat indicated that the project archivists had completed their work describing all State Archives records at the series level and had moved on to describing unprocessed manuscript materials at the collection level.
 - ii. The board thanked the project archivists for the work on the project.
 - c. Future Meetings
 - i. January 14, 2010
 - ii. April 8, 2010
 - iii. July 8, 2010
 - iv. October 14, 2010

Respectfully submitted,



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