

State Records Board
19 April 2012
Executive Conference Room, Center for Historical Research
Kansas Historical Society

Members present:

Lisa Mendoza, chair, designee of the Attorney General
Matt Veatch, State Archivist, Kansas State Historical Society
Patricia Michaelis, designee of the Executive Director, KSHS
Bill Sowers, designee of the State Librarian

Also present:

Darrell Garwood, State Records Manager, KSHS
Marcella Wiget, archivist, KSHS
Lu Ann Harris, records specialist, KSHS
Secretary of Administration Dennis Taylor
Lori Ploude, Dept. of Administration - Office of Facilities and Property Management (OFPM)
Frank Burnam, DoA - OFPM
Dan Carroll, legal counsel, DoA
Jim Modig, University of Kansas – Design and Construction Management
Annette Rohde, Kansas State University – Facilities Planning
J. Dave DeBusman, KSU – Facilities Planning
Jack Carlson, KSU – Facilities Planning
Mark Runge, Emporia State University
Susan Maxon, records officer, Kansas Dept. of Transportation
Paul Marx, legal counsel, Kansas Dept. of Health and Environment
Marcus Meerian, KDHE – Bureau of Environmental Remediation (BER)
Julie Turner, KDHE – BER
Debbie Clure, KDHE - BER

1. **Introductions and announcements:** Patricia Michaelis, as Jennie Chinn’s representative, convened the meeting at 8:38 a.m. and began the introductions; Lisa Mendoza joined the meeting a few minutes later.

2. **Approval of minutes:** Dr. Michaelis wished to clarify that the four series from the Kansas Dept. of Transportation – Office of Financial and Investment Management were amended from a 3-year to a 5-year retention. She also wished to use “replace” rather than “transfer” under no. 6, Kansas Corporation Commission and its superseded retention schedule entries. Mr. Veatch moved, Mr. Sowers seconded, board unanimously approved minutes as amended.

3. **Kansas Dept. of Administration, Secretary Taylor: memorandum of agreement with Regents’ institutions:** Secretary Taylor outlined the responsibilities of the Department of Administration and Office of Facilities & Property Management (OFPM). He’d requested the OFPM to consider making more efficient use of and consolidating space, during which time discussions began about the architectural drawings and plans held by OFPM for the various Regents’ institutions. OFPM staff would like to transfer custody of these records to the individual institutions. The records consist of a combination of flat files of oversize plans shop drawings, as well as correspondence, specifications, and other materials in typical records boxes. There are some rolled drawings, which will hopefully be

transferred to flat storage, but no models or other three-dimensional objects. Administration will transfer items housing the records, as well as the drawings and other records themselves.

Mr. Veatch questioned the universities about what storage facilities they would have available for the plans. University of Kansas representative Jim Modig discussed current storage conditions, as well as storage space for the Medical Center's plans, which is not adequate on-site. KU will therefore house these records on behalf of KUMC. Mr. Modig said Design and Construction Management staff had not been in discussions yet with university archives but the intention is that they will become involved when the materials are transferred. Emporia State University representative Mark Runge stated that as long as buildings are still standing, his staff will maintain control of the drawings; only the records for those buildings that have been razed or are no longer ESU property will be transferred to archives. A new university archivist has been appointed at ESU, and Mr. Runge will meet with her. Kansas State University representative Dave DeBussman proposed storing records at a building built in the 1960s, which has been storing library materials for the past few years.

The representatives noted that the majority of documents being transferred had been scanned; these scans exist in both tiff and pdf formats, depending on when they were made; OFPM plan to transfer digital copies as well as the paper copies; and Lori Ploude will also make a spreadsheet inventory available to the institutions. Mr. Veatch questioned whether the electronic was convenience or record copy. Secretary Taylor referenced a particular paragraph in the draft memorandum of agreement, noting that if the court would not accept a digital substitute, the paper copy would need to be submitted. Mr. Veatch suggested that DoA may need to revise or create an additional retention schedule for the electronic records and draft an Electronic Recordkeeping Plan. Discussion thereafter followed regarding electronic versus paper record copies; the decision was made that all memoranda of agreement would need to state that consultation with the Department of Administration must be made before changing in what format the records were maintained.

Ms. Mendoza asked how Kansas Open Records Act requests and retention requirements would be handled, requesting additional language regarding who would handle information requests for these records and that Administration's records officer would remain responsible for all retention requirements for these records. Mr. Veatch suggested referencing KSA-45-401 through 45-414 in all memoranda of agreement. The Board generally wished to ensure that these memoranda spelled out that at least some of these records are permanent and must be maintained in accordance with all statutory responsibilities.

Secretary Taylor and his staff explained that the bulk of the records in OFPM's storage space, about 80% of the records, will be transferred to the Regents' institutions represented and to others. The Department of Administration would also like to transfer plans and records they hold for other smaller state agencies, but they are beginning with the Regents' institutions because these institutions have professional staff capable of taking care of these records and are most in need of constant and/or immediate access to these records.

Motion to accept: Dr. Michaelis motioned that the Board accept the concept of this movement, Mr. Veatch seconded. Ms. Mendoza noted that because she had already discussed this with Administration and other staff she would abstain from voting. The rest of the Board voted unanimously in favor of approving Administrations's move to transfer the architectural records to the Regents' institutions.

4. Kansas Department of Health and Environment: Mr. Paul Marx asked the Board about maintaining in-house electronic records that would have long-term retention requirements but not permanent retention, requiring transfer to the State Archives. Ms. Mendoza reiterated that the State Archivist and Board have the authority to promulgate standards to the state that must be followed. Mr. Marx asked

what costs are associated with transferring records to KEEP. He will almost certainly be the KDHE records officer but it is not official yet. He thanked the records management staff for their help.

a) *Bureau of Environmental Remediation*

Mr. Meerian from Environmental Remediation stated that they have at least ten years' worth of information documenting where underground storage tanks are located in Kansas and giving the owners of these tanks permits. About 75% are gasoline storage tanks, such as located at gas stations. It is an annual permitting process. Mr. Veatch asked about the 30-year retention; the bureau's director recommended that length. Mr. Meerian and his fellow staff stated that they do not trust the electronic copy and so wish to keep paper the record copy; the staff discussed the various concerns they have had with their imaging and document management software. Mr. Veatch stated that when the program switches over purely to electronic recordkeeping, that change will need to be documented and handled in the retention schedule.

Motion for new series: Dr. Michaelis moved approval, Mr. Sowers seconded, unanimous approval of the new retention schedule.

b) *Division of Environment - Laboratory*

Ms. Wiget explained that the two series under this program and the series under Newborn Screening are all interrelated and have come under discussion because of the water break at the lab, as described in previous SRB meeting minutes. Mr. Veatch requested that retention comments be changed to mimic those under the new underground storage tanks series ("Retain for 21 years, then destroy. Records are scanned and data is entered into database, but the paper copy remains the record copy.")

Motion for revised and amended series: Dr. Michaelis moved approval of the two lab series, 0570-264 as amended, Mr. Sowers seconded; unanimous approval of revised series.

c) *Bureau of Family Health – Newborn Screening*

Dr. Michaelis asked when the last contact with parent or physician usually happens; Mr. Marx explained that it usually happens within the newborn's first year of life.

Motion for revised series: Mr. Sowers moved approval, Dr. Michaelis seconded, unanimous approval of revised series.

5. Kansas Department of Transportation:

a) *Bureau of Transportation Planning*

These three series are all obsolete but had never been scheduled. KDOT is consolidating space and therefore requesting approval to dispose of these older records. KDOT previously received the city plat maps from the cities, rather than being the record creator, but the individual in charge of these maps felt very strongly that they needed to come to the State Archives, and maps curator Bob Knecht agreed. The county index maps used to be a mandated record created and kept by KDOT because of their interactions with the U.S. Department of Transportation. The master construction records and related ink-on-linen map book provide a great deal of historical information about road construction in Kansas.

Motion for new series: Mr. Sowers moved approval, Mr. Veatch seconded, unanimous approval of these three new obsolete series.

b) *Financial Services – Office of Financial and Investment Management*

This records series' schedule was tabled at the last SRB meeting; after much discussion between Ms. Maxon, OFIM staff, and records management staff, the group decided to transfer these PowerPoint presentations to the State Archives. Dr. Michaelis wondered how often these presentations are created and whether "purging" was the correct term. Ms. Maxon noted that when there is a lot of bond activity, OFIM staff will often make minor modifications to a presentation; right now they are not issuing many bonds and only creating one or two presentations in a year. Amended retention comments will read "for appraisal and possible purging."

Motion for amended new series: Dr. Michaelis moved, Mr. Veatch seconded; unanimous approval of new series as amended.

6. **Kansas State Library:** Tom Roth contacted records management staff to go through retention schedules. The State Library has about 98% of their records in an annex and would like to consolidate their space usage. Many of their existing retention schedules can be superseded by the general retention and disposition schedules. Ms. Harris has sent survey forms to the State Library to discover what new records series schedules need to be created.

Motion for superseded records series: Dr. Michaelis moved approval, Mr. Veatch seconded, unanimous approval of revising retention schedules to be superseded by general retention schedules.

7. **General schedule – administrative records series:** The board added language to the series description regarding proposed regulations that may not be adopted; will modify comments to read "This schedule does not affect Secretary of State's, Attorney General's, and Department of Administration's records created through their statutory review and filing responsibilities." Records management staff need to contact the Dept. of Administration to discuss creation of a retention schedule specifically related to their authority to review administrative regulations, since none apparently exists.

Motion for amended new series: Mr. Veatch moved approval of general schedule entry as amended, Mr. Sowers seconded, unanimous approval of new schedule entry as amended.

8. **Kansas Historical Society:** The board discussed whether KHS retention schedules could be discussed when there is still a board member missing. Decided that Dr. Michaelis and Mr. Veatch would abstain from all voting on KHS schedules, and Mr. Garwood would vote as representative of the agency.

a) *Administrative Division*

Motion for new series: Mr. Sowers moved, Ms. Mendoza seconded, approved by them and by Mr. Garwood.

b) *Cultural Resources Division*

All schedules that currently read "purge and transfer to State Archives" will instead read "Transfer to the State Archives for purging." Voting on 0322-288, records related to the Kansas Historic Resources Inventory (KHIR) database hosted by DASC and the predecessor paper inventory files, was tabled due to the obsolescence of the paper files but no electronic replacement yet presented to the board. A variety of records hosted by DASC need to be scheduled for KHS – Cultural Resources. Series 0329-288 was removed from consideration at this meeting and did not need to be voted upon. Series 0306-288 will now read, "Retain reports permanently. Retain remaining documents 5 calendar years past inactivity, then destroy. Contracts and formal correspondence fall under general retention schedules" and will have "reports" added to the series description. The new series of field notes will change retention period language to "Retain until no longer useful, then transfer to the State Archives for purging."

Motion for amended new series: Mr. Sowers moved approval of amended new series for field notes, Ms. Mendoza seconded, approved by them and by Mr. Garwood.

Motion for amended revised series: Ms. Mendoza approved 0306-288 as amended, Mr. Sowers seconded, Mr. Garwood also approved.

Motion for revised series: Ms. Mendoza moved approval of the rest of the records series, except 0322-288 and 0329-288, as amended; Mr. Sowers seconded, both they and Mr. Garwood approved.

Motion for superseded by non-general schedules series: Ms. Mendoza moved approval, Mr. Sowers seconded; both they and Mr. Garwood approved superseding these schedules internally by other existing agency retention schedules.

Motion for obsolete series: Ms. Mendoza moved approval, Mr. Sowers seconded; both they and Mr. Garwood moved approval of obsolete series.

Motion for records series superseded by general schedules: Ms. Mendoza moved approval, Mr. Garwood seconded, and Mr. Sowers also approved superseding these schedule entries by the general retention and disposition schedule.

9. ***Sedgwick County e-records validation:*** Ms. Mendoza requested that the Board notify Sedgwick County they have received the form, thanking the county records management team for the very thorough presentation of information and referencing KSA 501 in the letter.

10. ***Technical changes:*** The Board approved of the policy adopted by the records management staff to allow staff to make technical changes without prior Records Board approval, with additional language regarding providing a summary report at each quarterly meeting for any technical changes made not including copy edits. Ms. Mendoza suggested adding this set of procedures to the State Records Board procedures adopted in 2007, and she recommended that the board take a look again at these procedures.

Motion to approve new procedures: Dr. Michaelis motioned, Mr. Sowers seconded, new procedures approved as amended.

11. ***Other business:*** Ms. Wiget requested that the board look at July 26 for the next quarterly meeting; other two items under discussion were tabled for a later meeting. Meeting adjourned at 11:30 a.m.