

**State Records Board
Quarterly Meeting
May 16, 2007**

Acting under the provisions of the Kansas Statutes Annotated 45-404 and 75-3504, the State Records Board met May 16, 2007 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:

Department of Health and Environment
Department of Agriculture
Department of Revenue
Department of Labor – Workers Compensation Division
Local Government General Retention and Disposition Schedule
Department of Commerce

In attendance were Theresa Bush, chair, Kansas State Attorney General’s Office; Matthew Veatch, State Archivist, Kansas State Historical Society; Dr. Patricia Michaelis, Director, Library and Archives Division, Kansas State Historical Society; Duncan Friend, Department of Administration, DISC; Bill Sowers, Kansas State Library, Cynthia Laframboise, State Records Manager, Kansas State Historical Society; Scott Leonard, Electronic Records Specialist, Kansas State Historical Society; Letha Johnson, Archivist, Kansas State Historical Society; Kirsten Hanna, Administrative Assistant, Kansas State Historical Society; Jose Castillo, Department of Labor, Division of Workers Compensation; Steve Markley, Department of Labor; David Sprick, Department of Labor, Division of Workers Compensation; Richard Thomas,

The meeting was called to order at 1:30 p.m.

Minutes from previous meeting

The board reviewed the notes from the January 11, 2007. Board members suggested assigning page numbers to the minutes. Mr. Friend thought that any grammatical errors could be noted by board members via email in order to allow the board to focus upon the substance of the minutes. Ms. Bush responded that to ensure compliance with the Open Meetings statute, Historical Society staff could correspond via email only to correct grammatical errors or syntax changes and not content. Mr. Sowers moved approval of the minutes as submitted and Mr. Friend seconded. The motion carried.

Department of Labor – Division of Workers Compensation

Department of Labor staff introduced themselves to the board. Ms. Laframboise distributed a revised electronic recordkeeping plan. Ms. Bush suggested adding social security number restrictions to the schedule. Mr. Veatch was confused with the syntax in

the remarks field for the Notice of Handicap, Disability or Physical Impairment (Form 88) record series and Ms. Laframboise responded that the record series was obsolete, not new and obsolete. She pointed out that the remarks field is for internal review and is not included in the approved retention and disposition schedule. Mr. Veatch said that the Electronic Records Committee (ERC) met with representatives from the Workers Compensation Division and the ERC was comfortable with the recordkeeping plan. Ms. Bush commended the group for their diligence and recognition of the need to update their schedule to reflect electronic records. Mr. Friend asked if the language in the Workers Compensation schedule represented the future direction for writing data migration/preservation descriptions. Mr. Veatch responded that there might be more information included as staff refined the electronic records scheduling process. Ms. Bush again commended the group. Mr. Veatch moved approval of the schedule with the entries amended to include the social security number restriction citation and the revised electronic recordkeeping plan. Mr. Sowers seconded and the motion was approved.

Department of Commerce

Ms. Laframboise said that the agency wanted to shorten the retention of Community Development Block Grant Fiscal Files by three years and that it meets federal record keeping requirements. Ms. Laframboise mentioned that the state archives will retain the grant application and reports documenting the awarding of grants, which alleviated concerns expressed by Ms. Bush. Mr. Sowers moved approval of the schedule revision, Mr. Veatch seconded, and the motion carried.

Department of Agriculture

Ms. Laframboise recommended changing the disposition of the Agricultural Chemical Registration Files and Agriculture Chemical Registration Files – Section 18 to destruction as the records lack intrinsic historical value and are quite voluminous. Mr. Friend moved to approve and Mr. Veatch seconded. The motion carried.

Department of Revenue

Ms. Laframboise mentioned that the Historical Society staff reappraised these record series and wanted to change the disposition to destruction. Ms. Bush questioned the use of the restriction listed for Field Inspection Reports, however, since the archives would not be administering access she was comfortable with the restriction. Appraiser's Educational History File was corrected to replace the word legibility to eligibility in the comments field. Mr. Veatch questioned the agency's decision to maintain Antique Tag Applications – Personalized Combinations permanently. Mr. Leonard observed that they assist antique vehicle owners in tracing past ownership. Mr. Friend moved acceptance of the schedule revisions as with amendments and Mr. Sowers seconded. The motion carried.

Department of Health and Environment

Ms. Bush mentioned that the statute cited for restricting access to records was repealed in 1995 and that the agency would need to find another statute if they want to close the records. If the agency wants to add a new restricting statute at a later time then the schedule can be amended. Mr. Veatch moved to approve the schedule with the removal of the statute number in the restriction field. Mr. Sowers seconded and the motion passed.

Local Government General Retention and Disposition Schedule

Ms. Laframboise noted that the Local Government General Retention and Disposition Schedule had not been updated as frequently as the State Government General Retention and Disposition Schedule. Adoption of these additional record series will make the state and local general schedules consistent. Mr. Veatch moved to approve the additions, Mr. Friend seconded, and the motion was approved.

Electronic Recordkeeping Plan and Template

Mr. Leonard and Mr. Veatch described the Electronic Records Committee's (ERC) suggested revisions to the Electronic Recordkeeping Plan (ERKP) template. Mr. Leonard noted that ERC members, after meeting with Division of Workers' Compensation staff about its ERKP, felt the initial attempt to modify the template eliminated too much detail about recordkeeping systems. While ERC members did not believe it was necessary to include in the ERKP technical details about the hardware and software environment, they did feel that the ERKP should capture information about records authenticity and reliability and approaches to long-term preservation. Specifically, Mr. Veatch stated, ERC members recommended that the streamlined ERKP template focus on file formats, data integrity and authenticity, system security, backup and disaster recovery, and preservation. Mr. Veatch mentioned that the key difference between the old ERKP template and the new one was that the new format was designed for Historical Society staff rather than agency personnel; it is much less open-ended and more systematic at getting to key questions. Mr. Veatch noted that the answers to some of the questions – system security and backup and disaster recovery questions, for example – likely would apply to many or all of the recordkeeping systems maintained by an individual agency. Mr. Leonard and Mr. Veatch commented that the revised ERKP template was based in part on a Research Libraries Group publication on trusted digital repositories. They noted that Beth Warner from the University of Kansas helped to drive the ERC discussion by focusing on what makes a record authentic, reliable and trustworthy.

Mr. Friend asked if there was an intention to align the ERKP's with plans for KSPACE or another digital repository. More specifically, would the ERKP gather the kind of information needed to facilitate ingestion and preservation of electronic records in a

digital repository? Mr. Leonard and Mr. Veatch observed that while the ERKP template was not an overt attempt to anticipate and prepare for the ingestion of electronic records into KPACE, the file format, storage media, and data migration information gathered through the ERKP's would be useful for any future digital repository project.

Ms. Laframboise asked board members what format and information they wanted to see about electronic records on schedules. Mr. Friend thought that State Records Board's participation in the process was closely tied to the ERC. He suggested that the ERC alert the board of any problems or concerns with an ERKP. Historical Society staff will note in the comment field if the ERC has approved an ERKP for an electronic records schedule entry. Staff also will record any concerns the ERC has about the ERKP.

The board officially endorsed the new ERKP template.

Ms. Laframboise distributed the NAGARA brochures for the upcoming Annual Meeting in Kansas City.

Mr. Veatch moved to adjourn the meeting and Mr. Friend seconded. The meeting was adjourned at 3:23 p.m.

The next meeting will be held on July 12, 2007 at 8:30 a.m. in the Center for Historical Research.

Respectfully Submitted,

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