

**STATE RECORD BOARD**  
**January 29, 2010**  
**8:30 p.m.**  
**Kansas State Historical Society**  
**Center for Historical Research**  
**6425 SW 6<sup>th</sup> Ave.**  
**Executive Conference Room, 2<sup>nd</sup> 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:* Doug Craig, Dept. of Administration, Division of Accounts & Reports; Mary Feighny, Attorney General's Office

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 Accounts & Reports (1)
    - i. Scott indicated that the division was seeking to reduce the retention period for several series maintained in microform.
    - ii. A&R representatives stated that they had few requests for these records.
    - iii. Duncan asked how the new financial management system would impact the A&R retention schedule.
      1. Doug observed that they were working on an electronic recordkeeping plan for the new FMS, with most of the records having a five-year retention.

2. Scott observed that there may be a few records within the system with permanent retention.

iv. Duncan moved to approve, Matt seconded, approved.

4. Attorney General's Office

a. Scott reported that AG's Office was implementing a new digital content management system and had prepared an electronic recordkeeping plan for it.

b. The current submission to SRB includes 18 records series that will be housed in the new content management system.

i. Additional records series will be added to the Electronic Recordkeeping Plan (ERKP) for the next SRB meeting.

c. Scott indicated that the Electronic Records Committee (ERC) endorsed a revised ERKP.

d. Mary asked for clarification on the changed disposition from "archives" to "permanent."

i. Scott indicated that the agency would be expected to maintain the electronic records permanently.

ii. He added that the records could be transferred to the digital state archives when that system became operational.

e. Mary observed that the ERC had expressed concerns about the backup plan for the AG case management system.

i. She reported that the AG's Office was working with DISC to develop an improved backup option for the new content management system.

ii. She stated that the AG's Office would submit a revised ERKP to ERC including the revised backup plan and the additional records series to be included in the system.

f. Pat moved, Bill seconded, approved.

5. Division of Budget

- a. Scott reported that the division sought to shorten the in-office retention period for three series before transfer to the archives.
  - b. Duncan asked for clarification on whether the archives would receive marked-up copies of budgets – Scott answered in the affirmative.
  - c. Matt moved, Duncan seconded, approved.
6. Division of Architectural Services
- a. Scott stated that this obsolete series currently in the State Archives that related to motor home and RV regulation had been reappraised by an internal KSHS group.
  - b. Matt described the content of some of the reappraisal discussion, which focused on the difference between evidential and informational value.
  - c. Mike commended the work of the project archivists who prompted this, and several other, reappraisals.
  - d. Bill moved, Pat seconded, approved.
7. Local government Health Department
- a. Scott reported that the Sedgwick County records manager suggested adding this series related to HIPAA compliance.
  - b. Scott indicated he had heard back from one other health department in support of the proposal, but he had hoped to gather additional feedback.
  - c. Mike suggested contacting the local health agency professional association – Scott said he had done so but had not received a reply.
  - d. Pat suggested tabling the submission until the next meeting pending acquiring more feedback from stakeholders.
    - i. Pat moved, Bill seconded, the item was tabled.
  - e. Scott asked whether the board would like to see additional clarification in the series descriptions.

- i. Mike expressed some concern about commingling confidential and open records in the same series.
  - ii. Mike and Duncan discussed the need to indicate a start date for the retention period.
  - iii. Mike also suggested making sure that this series did not overlap with previously approved series.
- 8. Other Business
  - a. Duncan described his attendance at a conference at the University of North Carolina related to a new digital curation program at that institution.
  - b. Future Meetings
    - i. April 8, 2010
    - ii. July 8, 2010
    - iii. October 14, 2010

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.