

AGENDA
STATE RECORD BOARD
July 28, 2009
10:00 a.m.
Kansas State Historical Society
Center for Historical Research
6425 SW 6th Ave.
West Conference Room, 2nd Floor
Minutes

Present: Duncan Friend, Dept. of Administration; Bill Sowers, State Library; Pat Michaelis, Matt Veatch, Scott Leonard, Kansas Historical Society.

Guests: Marcella Wiget, Matt Gorzalski, Kate Rogge, Kansas Historical Society; Jessica Bowser, Dept. of Agriculture.

1. Introductions

- 1.1. Pat introduced the individuals involved with the KSHS's NHPRC basic processing grant project to address the backlog of descriptive work on state archives and unprocessed manuscript collections. She explained that the three project archivists had incorporated a reappraisal element to their descriptive activities.

2. Minutes

- 2.1. Duncan identified a typographical error on page 2 of the minutes under State General Schedule – Personnel; sentence beginning with “This would make...” should be “...last meeting with **regard** to the series...”. Bill moved to approve the minutes as amended, Matt seconded, approved.

3. Schedules

3.1. Department of Agriculture

- 3.1.1. Scott explained that the single series under consideration represented a reappraisal of Section 18 Agricultural Chemical Registration Files. Pat moved, Bill seconded, approved.

3.2. Board of EMS

- 3.2.1. The agency is implementing a digital imaging system and prepared an electronic recordkeeping plan. The ERC endorsed the plan after the EMS made several revisions requested by ERC members. Scott described the nature of the electronic system that EMS intends to implement. He observed that the ERC had expressed concerns about EMS's intent to store permanent records on DVDs. Ultimately, EMS decided to store the permanent records on their vendor's servers. Matt noted that the ERC endorsed the recordkeeping plan, but that he and other committee members still had some concerns about the EMS approach. Duncan asked whether the SRB should

send a letter to EMS expressing its concerns. Pat agreed that SRB should send a letter to EMS encouraging the agency to include in its vendor contract provisions that would ensure the agency could retrieve its records in the event the vendor goes out of business. She also suggested that the letter include language that expresses the SRB's view that EMS has designated several series for permanent retention that normally would not be viewed as having enduring value. Duncan and Mike suggested that the SRB could and perhaps should choose to revise the retention period for those EMS records that do not possess enduring value from "permanent" to an appropriate retention period. Pat proposed tabling the record series 002, 003, 007, 009, 014, and 015 pending additional discussions with EMS concerning their designation for permanent retention – SRB does not believe these series possess enduring value.

3.2.2. Mike suggested amending the restrictions on the Investigation Files to add KSA 45-221(a)(3) and (30) as well as 45 CFR Parts 160 and 164 (HIPAA).

3.2.3. Scott asked for clarification on whether the board preferred the "Disposition" field to read "Permanent" or "See Comments" for those records that EMS will retain permanently. The board expressed a preference for the word "permanent," and several record series will be revised to reflect this preference.

3.2.4. Pat moved approval of the schedule as amended with the exception of the specific series note, Mike seconded, approved.

3.3. Local General Schedule for County Clerks

3.3.1. The Motor Vehicle Records series is duplicated on the County Treasurer's retention schedule. The Treasurer keeps the records for 3 years and the County Clerks feel that they only need to maintain the records for 1 year. Matt moved, Bill seconded, approved.

3.4. Health Care Stabilization Fund

3.4.1. Scott noted that the KSHS project archivists recommended that the HCSF Claim Files be reappraised from archives to destroy. Duncan moved, Pat seconded, approved.

3.5. Kansas Lottery

3.5.1. Scott stated that the Quality Control Instant Kansas Lottery Ticket Packs also were reappraised from archives to destroy at the recommendation of the project archivists. Pat moved, Bill seconded, approved.

4. Other Business

4.1. Statistical Report

4.1.1. Scott presented statistics on the SRB's retention schedule review activities for FY 2009. Pat requested that Scott show the breakdown between records scheduled for the archives and those scheduled for destruction.

4.2. SMART system

4.2.1. Pat asked whether the SRB needed to initiate contact with those managing the state's new financial management system (SMART) to discuss general schedule revisions and the potential need for an electronic recordkeeping plan. The board suggested that KSHS staff be proactive in contacting SHARP system managers.

5. Meeting adjourned. Next meeting is scheduled for October 8, 2009.

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.