

Minutes
STATE RECORD BOARD
April 8, 2010
8:30 a.m.
Kansas State Historical Society
Center for Historical Research
6425 SW 6th Ave.
Executive Conference Room, 2nd Floor

1. Introductions and Announcements
Mike Smith, Chairman, Attorney General's Office; Duncan Friend, DOA, DISC; Pat Michaelis, Scott Leonard, Matt Veatch, Kate Rogge, Marcella Wiget, KSHS; Mary E. Chambers, Judy Grant, Kansas Dept. of Correcitons; Susan Maxon, Kansas Dept. of Transportation.
2. Minutes of Previous Meeting
Bill Sowers is on jury duty. Scott moves that we reverse items 3 and 4 on the agenda (agreed). Matt Veatch moves approval of the minutes as submitted, seconded by Duncan Friend. Accepted.
3. Kansas Department of Corrections (1)
521-001 Offender Payments to Parole Division. Judy Grant and Mary E. Chambers discussed the proposed series. Agreed to add "Division" to the series title. Agreed to revise the description to "Monthly supervision fee payments and any additional payments required to be made...". KDOC has materials from 1999. This is a new series, unique in that it represents records of monies received from offenders (as ordered by the Court) who are supervised by the department. Duncan Friend approved proposed retention of 5 years of the paper/electronic records without KDOC development of an electronic recordkeeping plan. Board agreed to expand description to include possibility of similar fees. Passed unanimously as amended.
4. Kansas Department of Revenue
 - a. Division of Taxation (1)
565-007 Customer Relations.
Requested a revision of retention from 5 to 7 tax years. Board approved unanimously as requested.
5. Kansas Department on Aging (5)
Discussed five series (four are new and do not have ID numbers) for 039-004 (Aging Policy, and Advocacy). Tabled the PACE Client Records series. Discussed restriction changes to the Pre-Admission Assessment Files (restrictions and reappraisal). Scott suggested there should be privacy restrictions (Social Security suppression) of the remaining three series (Home Community series); Mike will send the citation to Scott. Board agreed to table all but Pre-Admission Assessment Files (to which restrictions are to be

added). Board agreed unanimously to amend Pre-Admission and to table discussion of the remaining four series.

6. Local Government General Schedule

Discussed two new series for 000-111 Local Government Records, Health Department. Reviewed and accepted by Wyandotte, Sedgwick, Shawnee, and Jefferson counties, and the KALHD Kansas Association of Local Health Departments (see previous minutes).

a. Health Department (2)

Board approved unanimously as presented.

7. Other Business

Pat Michaelis discussed long-term retention standards and practices for enterprise-wide “trusted digital repository” for electronic records archives. Gives Matt Veatch authority to authenticate such electronic records. Duncan Friend described development of policy framework, rules, regulations, and the inclusion of other government agencies records managers in this process. This will included a restatement of the State Records Board’s role and responsibilities. Duncan Friend suggests conducting this discussion with more complete information (the policy statements will be prepared by July) at the July 8th SRB meeting.

Pat Michaelis suggested online review of projected schedule amendments. Duncan Friend agreed to provide review access to the Board members.

Matt outlined the status of the KEEP Project.

Agreed to move July meeting from the 8th to the 15th.

Mike Smith, Chairman, declared the meeting adjourned at 9:40 am.

a. Future Meetings

i. July 15, 2010

ii. October 14, 2010

iii. January 13, 2011

iv. April 14, 2011

Respectfully submitted,



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