

**State Records Board Meeting
Quarterly Meeting
January 12, 2006**

Acting under the provisions of the Kansas Statutes Annotated 45-404 and 75-3504, the State Records Board met January 12, 2006 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 Administration, Division of Accounts and Reports
Department of Administration, Personnel Services
Department of Social and Rehabilitative Services

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; Doug Craig, Department of Administration, Division of Accounts and Reports; Connie Guerrero, Department of Administration, Division of Personnel Services; 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

Ms. Bush called the meeting to order at 8:30 a.m. She had one correction to the minutes from the previous meeting on the second page under the Citizens Utility Ratepayer Board, changing the reference from K.S.A. 6432 to K.S.A. 60-432. Mr. Veatch moved to approve the minutes as amended. Mr. Sowers seconded the motion. The minutes were approved as amended with the typographical errors corrected.

After the board examined the minutes from the special meeting held November 3, 2005, Mr. Friend moved to approve the minutes without changes. Dr. Michaelis seconded the motion. The minutes from the November 3, 2005, meeting were approved without changes.

Department of Administration

Ms. Laframboise commended the Department of Administration for undertaking this project and commented that several divisions worked together on the Electronic Record Keeping Plan.

Division of Accounts and Reports

Federal Reconciliation of Non-Federal Payroll Withholding and Related Reports

The schedule was amended under Description to read: Documents used in the reconciliation of various Department of Administration clearing funds, some of which may include state employee information.

SHaRP Paycheck Data

This schedule entry was amended to read:

Retention: 8 calendar years

SHaRP Electronic Reports

This schedule entry was amended to add in the description that “some of which may contain information on individual state employees.”

Department of Administration Division of Personnel Services

The board agreed to change the retention and disposition of this division to reflect the Electronic Recordkeeping Plan.

Delegated Authorities Agreements File

This schedule was amended to read: Comments: Retain for 5 years after termination of agreement, then transfer to the archives for purging. The description had an extra phrase “and agencies” which needed to be eliminated.

Internet Site for the Division of Personnel Services

Mr. Veatch noted that if the Internet Site for the Division of Personnel Services record series was not addressed in the Electronic Recordkeeping Plan, copying it to CD monthly might be appropriate and this should be included in the Electronic Recordkeeping Plan. Mr. Friend said the question is does the website have record copies. Ms. Guerrero said they are required to keep all records including vacancy announcements and the agencies keep the official records. Mr. Veatch asked why the division has to keep annual records indefinitely. Dr. Michaelis said the board needed more information on records on CDs and suggested the Department of Administration create an encompassing plan for CD and suggested it could be done in the Electronic Recordkeeping Plan. Mr. Veatch said that at some point the Electronic Records Committee might need to create a recordkeeping plan template that is more generic and philosophically deals with how the agency will handle electronic records and then have specific Electronic Recordkeeping Plans for specific cases. Dr. Michaelis said that general information or an annual snapshot might be a way to see how policies have evolved over time. Mr. Veatch suggested that agencies submit

the general Electronic Recordkeeping Plan annually to the state archives. Mr. Veatch moved to table the schedule entry. The series was tabled for further discussion

SHaRP Computer System Employee Length of Service Data

The series was amended to read:

Retention 65 years

Restrictions: Portions of these records may be closed per K.S.A. 45-221(a)(4)

Comments: Retain in accordance with recordkeeping plan.

SHaRP Computer System Employee Position Related Data

The series was amended to read:

Restrictions: Portions may be closed per K.S.A 45-221(a)(4)

SHaRP Computer System Employee Work History Data

The series was amended to read:

Restrictions: Portions may be closed per K.S.A 45-221(a)(4)

The Board agreed that both series titled, respectively, ShaRP Computer System Implementation Files and ShaRP Computer System Set-Up Tables and Related Information Files be included in the narrative of the Electronic Recordkeeping Plan.

SHaRP Computer System Set-Up Tables and Related Information Files

The series was amended to read:

Comments: Retain in office until superseded or no longer useful, then destroy.

Disposition: Destroy

SHaRP Computer System State Employee Worker Compensation Data

The series was amended to read:

Retention: Permanent

Amended Comments: Copy to CD.

Electronic Recordkeeping Plan

Dr. Michaelis left the meeting and designated Ms. Laframboise in her place. The Electronic Records Committee questioned the archival value of burned CDs. Data that needs to be retained for more than five years could be at risk by using that particular storage media. The Kansas State Records Board would encourage departments to explore other options. KSHS would be happy to assist in determining that media. The board agreed that a letter should be written to the Secretary of Administration communicating

these concerns. Ms. Laframboise moved that the State Archivist write the letter. Mr. Sowers seconded the motion. The motion was approved.

Attachment A to the ShaRP Electronic Records Plan was amended as follows:

On page 2 of Attachment A, second entry, SHaRP Paycheck Data stored in People Soft Database: Under retention: 5 calendar years on mainframe then remove from system and transfer to CD.

On page 2 of Attachment A, third entry, Employee Data, Workers' Compensation Data: under Retention: Permanent and under Comments: After 5 calendar years then remove from system and copy to CD.

Mr. Veatch motioned that both the schedule and the Electronic Recordkeeping Plan be approved with amendments. Ms. Laframboise seconded the motion and the schedule and Electronic Recordkeeping Plan were approved.

Department of Social and Rehabilitation Services

The series regarding Psychotherapy Notes was approved without amendments. Ms. Laframboise moved to approve the schedule as submitted. Mr. Sowers seconded the motion. The schedule was approved as submitted.

Local Retention and Disposition Schedule

The series regarding Employee Court Ordered Withholding Files was approved without amendments. Mr. Veatch moved to approve the schedule as submitted. Ms. Laframboise seconded the motion. The schedule was approved as submitted.

Annual Report

Mr. Leonard had a question regarding Board Procedures listed on page 11 and asked if there was any mention of the relationship between the State Records Board and the Electronic Records Committee. Ms. Laframboise responded that the procedures had not been updated since 1984, prior to the establishment of the Electronic Records Committee. Historical Society staff will review the procedures and present recommendation for the board to review. It was noted that the Kansas Turnpike Authority needed to be added to state agency listing as well as including the Local Government Offices in Appendix B. Mr. Veatch moved to approve and Mr. Sowers seconded the motion and the motion was approved.

The board determined the next meeting would take place April 13th at 8:30 a.m. in the Executive Conference room at the Kansas State Historical Society.

The meeting was adjourned.

Respectfully Submitted,

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