

**State Records Board Meeting  
Quarterly Meeting  
July 13, 2006**

Acting under the provisions of the Kansas Statutes Annotated 45-404 and 75-3504, the State Records Board met July 13, 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 Corrections  
Department of Transportation  
Department of Health and Environment

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; Larry Sage, Department of Corrections; 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; Samantha Harper, Lela Barnes Intern, Kansas State Historical Society; Kirsten Hanna, Administrative Assistant, Kansas State Historical Society.

Ms. Bush called the meeting to order at 8:30 am. The board decided to delay voting on the minutes from the previous meeting as they were not delivered until that morning. Mr. Friend so moved, Mr. Veatch seconded the motion. The motion was passed and the minutes were tabled until the next meeting.

**Department of Corrections**

*Series 0518-521 Inmate Files*

Larry Sage, Department of Corrections Records Officer and guest, has been meeting with KSHS staff since August last year to change the retention and disposition of offender files. Mr. Veatch noted that the Department of Corrections was the first agency using imaging technology to collaborate with the Historical Society staff regarding the migration of their Inmate Files over their 30 year retention. However, the agency did not destroy any of the paper copies of the Inmate Files due to internal resistance to the imaging system. Over the years, resistance ebbed and the agency is moving to migration of a new open sourced imaging system.

Ms. Laframboise provided background and the reasoning behind the change in disposition. Currently, the state archives houses three sub-series of inmate files and transfer of the other sub-series will maintain the integrity of the record series. The files

will be purged before transfer to the archives and the list of those documents is attached to the schedule. Mention of the transfer list of documents was incorporated into the schedule entry to state "Transfer archival documents from attached list, which is hereby adopted as part of the schedule, to the archives." Ultimately, the archives will receive fifteen documents.

Mr. Veatch added that the schedule should reflect that the documents would be destroyed after scanning. Mr. Leonard said that *Section F System and Data Conversion and Migration* of the electronic recordkeeping plan stated that the agency would migrate all documents. Dr. Michaelis suggested changing *Section C Preservation Methodology* stating "All electronic versions of offender documents will be actively available permanently" rather than "for an indefinite time." She continued to say that if the schedule reflects permanently available and the Department of Corrections decides they do not want to retain them permanently, the agency could request a change. Mr. Sage thought that he could change the phrase to "actively available permanently." Dr. Michaelis said that it would make the state records board more comfortable by ensuring that the Department of Corrections will invest resources to maintain the records. Ms. Bush asked for a clarification in the comments field as the phrase "Retain the entire hard copy file for 3 years after discharged from parole" is confusing since some inmates serve their whole sentence. Mr. Sage responded that the comments field should say "retain for 3 years after expiration of sentence".

Mr. Veatch suggested revising the electronic recordkeeping plan to state that the Department of Corrections would keep the entire file permanently with two retention statements; one for legacy documents and one to reflect future documents generated by the department. The language in the plan would mirror the language in the approved series comments. For *Inmate Files Post FY2006*, retain entire electronic records file according to Electronic Recordkeeping Plan and remove the term "indefinite period" and replace it with "permanently" as per Dr. Michaelis' suggestion. Ms. Bush suggested if the Department of Correction intended to keep the records permanently and the State Records Board wanted the records retained permanently, then everyone would be in agreement if it were recorded in writing.

The comments field for *Inmate Files Pre FY2006* was changed to "Retain the entire hard copy file for 3 years after expiration of sentence, then purge according to the archive documents list. Transfer paper medical and mental health files to the records center and retain for 10 years, then destroy." The comments field for *Inmate Files Post FY2006* was changed to "Transfer archival documents from attached list, which is hereby adopted as part of the schedule, to the archives."

The board agreed that staff would return to the next meeting with the language reflecting the change in the electronic recordkeeping plan and retention schedule entry for *Inmate Files Post FY2006*.

The board agreed that the transfer of records could begin prior to the approval of the final language changes in the schedule.

Dr. Michaelis moved to approve the schedule with changes. Mr. Friend seconded the motion. The record series was approved with changes.

#### *Correctional Officer Shift Log*

Dr. Michaelis moved to approve the series. Mr. Veatch seconded the motion. The series was approved without changes.

### **Kansas Department of Transportation**

Mr. Veatch discussed the long term scheduling project with the Department of Transportation. He participated in the agency's Executive Management meeting to discuss the need for a comprehensive agency retention and disposition schedule. The new records officer Marci Ferrill and her assistant Jesse Romo demonstrated the proposed timeline for the agency. Ms. Ferrill and Mr. Romo began to initiate training sessions for representatives from the individual bureaus. The Secretary's Office was chosen to be the first division to be scheduled to serve as an example for the other divisions and bureaus.

#### *Agency Director's Files*

The comments were changed to read: "The work flow process includes paper copies, electronic copies and microfilm. Retain hard copy records 3 calendar years, then destroy. Retain electronic records until no longer useful, then destroy. Transfer original silver negative to the archives and retain an office use copy until no longer useful, then transfer to the archives. If microfilm does not meet archival standards, transfer hard copy to the archives."

#### *Highway Files*

The comments were changed to read: "The work flow process includes paper copies, electronic copies and microfilm. Retain hard copy records 3 calendar years, then destroy. Retain electronic records until no longer useful, then destroy. Transfer original silver negative to the archives and retain an office use copy until no longer useful, then transfer to the archives. If microfilm does not meet archival standards, transfer hard copy to the archives."

#### *Tracking Database*

The comments were changed to read: "Print out Summary Report and retain with correspondence. Delete electronic records when no longer useful."

Dr. Michaelis moved to approve the schedule as amended. Mr. Veatch seconded the motion. The schedule was approved as amended.

## **Kansas Department of Health and Environment**

### *Radiochemistry Laboratory Wolf Creek Records*

Ms. Laframboise mentioned that the agency requested the disposition to be changed to destroy the Wolf Creek records. Mr. Veatch moved to approve the schedule. Mr. Friend seconded the motion. The schedule was approved.

### **State Records Board Procedures**

The board then discussed the State Records Board Procedures draft. Ms. Laframboise asked the members if the title was acceptable and the board agreed to retain the previously approved title.

Item 1. Ms. Bush mentioned a correction in the first paragraph which should state "...as required by the Kansas Open Meeting Act" and not the Kansas Open Records Act.

Item 2, Ms. Bush agreed to determine if the State Archivist needed to submit a meeting notice to the Secretary of State's office for publication.

Item 3 had no changes.

Item 4 added a provision regarding cooperation with the Electronic Records Committee to review and endorse electronic recordkeeping plans.

Item 5 changed the word "exceed" to "alter" the requirements established by state and local government general schedules.

Items 6-8 had no changes.

Item 9 added a new provision for handling obsolete record series.

Item 10 was eliminated. The board determined that it was unnecessary to state the time of the meeting and any provisions for an afternoon session.

Item 11 changed the requirement that the Historical Society staff had one week to submit record retention and disposition schedules and disposal regulations to the Secretary of State's Office and the requesting agency to within one month after each meeting.

Mr. Veatch moved approval of the State Records Board Procedures as amended, Duncan Friend seconded and the board approved the new regulations.

The next meeting was scheduled for October 12, 2006 at 8:30 a.m.

The meeting was adjourned.

Respectfully Submitted,

Matthew Veatch  
State Archivist and  
Secretary, State Records Board