

**State Records Board Meeting  
Quarterly Meeting  
January 8, 2009**

Acting under the provisions of the Kansas Statutes Annotated 45-404 and 75-3504, the State Records Board met on January 8, 2009, 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:

Kansas Attorney General  
Kansas Department of Administration  
Kansas Department of Health and Environment

In attendance were Mike Smith, chair, Kansas State Attorney General's Office; Matthew Veatch, State Archivist, Kansas Historical Society; Dr. Patricia Michaelis, Director, State Archives and Library Division, Kansas Historical Society; Bill Sowers, Kansas State Library; Duncan Friend, Department of Administration; Scott Leonard, State Records Manager and Electronic Records Specialist, Kansas Historical Society; Kristopher Graves, Government Records Analyst, Kansas Historical Society; Mary Feigny, Kansas Attorney General's Office; Christi Somers, Kansas Attorney General's Office.

Chairman Smith opened the meeting with introductions and welcomed visitors to the meeting.

**Minutes**

After reviewing the minutes from the November meeting, Dr. Michaelis moved to approve the minutes. Mr. Friend 2<sup>nd</sup>. The minutes were approved without changes

**Kansas Department of Administration – Office of Administrative Hearings**

Mr. Leonard provided background. The board reviewed the schedule revision. Mr. Veatch moves, Dr. Michaelis 2<sup>nd</sup>. Approved.

**Kansas Attorney General Office  
Administration Division**

As discussed in the November meeting, there was a slate of Administrative records that were tabled. Mr. Leonard noted that three schedules weren't covered by the revised general schedules. He said there were few significant changes, two new series were added and the language in the Weekly Activities Schedule was changed to read: from "archive" to "destroy". Mr. Veatch moved that the Administration Division schedule be approved without changes. Dr. Michaelis seconded. The schedule was approved without changes.

### **Multiple Sub-Units**

Mr. Leonard noted that some records were added under "Special Commissions" and that the new schedule will supercede the old. Mr. Friend moved the schedule be approved without changes. Mr. Veatch seconded the motion. The schedule was approved without changes.

Mr. Leonard drew the board's attention to a list of obsolete items and administrative division schedule entries submitted by the Attorney General's Office.

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

The board reviewed the proposed schedule. Mr. Veatch moved approval. Mr. Friend seconded the motion. The schedule was approved.

### **State General Retention Schedule**

Mr. Leonard said these changes stemmed from the review of the Attorney General Office schedules, and they are currently on AG schedule. Mr. Leonard noted that these items on the General Schedule will supercede the Attorney General schedule. Some language was changed to read "Accounts Payable", and added language to include inventory reports, specific mention of applications and resumes in 000-004. Mr. Smith recommended adding a6 to include letters of reference and make change in schedule for personnel. Dr. Michaelis moved to approve the schedule. Mr. Veatch seconded the motion. The schedule was approved.

The Board recognized Mary Feighny and Christi Somers for their efforts in revising the agency retention schedules. Dr. Michaelis thanked them for their work.

The next meeting date was noted, April 9, 2009. Mr. Smith remarked that we should circulate the information about the next meeting as the date draws closer.

The Board also recognized Kris Graves for his work as part of the Records Management Section at the Historical Society. This is Kris' last meeting with us as he is resigning his position.

The meeting was adjourned.

Respectfully submitted,



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