

AGENDA
STATE RECORDS BOARD
7/19/2018
8:30 a.m.
Kansas State Historical Society
Center for Historical Research
6425 SW 6th Ave.
Executive Conference Room, 2nd Floor

Call-in Information:
Dial-In Number: 1-866-620-7326
Conference Code: 6716824065

1. Introductions and announcements
2. Minutes from previous meeting
3. Department of Labor
 - a. ERP
 - b. Revised Entries
4. Kansas Department of Transportation
 - a. ERP
 - b. New Series
5. Local General Schedule
 - a. New Series
 - b. Revised Entry
6. Housekeeping changes:
 - a. Revised Series
 - Department of Labor
7. Other business:
 - a. Future meetings:
 - October 18, 2018
 - January 17, 2019
 - April 18, 2019

State Records Board

April 19, 2018

Executive Conference Room – Kansas Historical Society

Present: Lisa Mendoza, designee of the Attorney General (chair)
Jennie Chinn, Executive Director, Kansas Historical Society (KHS)
Matt Veatch, State Archivist
Bill Sowers, designee of the State Librarian
Philip Michael, designee of the Secretary of Dept. of Administration (DofA)
Megan Rohleder, Electronic Records Archivist (KHS)
Ethan Anderson, Government Records Archivist (KHS)
Mark Cole, Archives Specialist (KHS)

Via Phone: Ryan Leimkuehler, Kansas State University (KSU)
Cliff Hight, Kansas State University (KSU)
Heather Solerno, Kansas Department of Transportation (KDOT)

Meeting called to order at 8:43 a.m. and Ms. Mendoza began the introductions. No new announcements presented.

Minutes: Previous meeting minutes were reviewed.

Motion: Ms. Chinn moved approval of meeting minutes as presented. Mr. Sowers seconded, unanimous approval of October 19, 2017 meeting minutes.

Kansas Department of Administration: Ms. Rohleder presented the revised schedule entry. Ms. Rohleder indicated that the language in the comments section had been updated and an additional restriction added.

Motion: Mr. Veatch moved to approve series 0974-173 as presented. Ms. Chinn seconded, unanimous approval.

Kansas Department of Transportation: Ms. Rohleder presented the revised series and gave a brief description of the changes. The board reviewed. Ms. Mendoza suggested that some additional restrictions might apply and discussed them with Ms. Solerno. Determined that additional restrictions be added to both entries. Series 0005-276 restrictions should read, "K.S.A. 45-221(a)(1)(20)(25)(30) and K.S.A. 60-270". Series 0006-276 restrictions should read, "K.S.A. 45-221(a)(20)(25)(30)".

Motion: Mr. Veatch moved approve as amended. Mr. Sowers seconded, unanimous approval.

Kansas State University: Ms. Rohleder presented to the board the proposed new series for records that Mr. Leimkuehler had identified and needed scheduled. Ms. Rohleder advised the board that the proposed new series has been vetted through the faculty senate at KSU. The board reviewed and determined that some corrections and language changes were needed for the "Course Content Records" series. They discussed with Mr. Leimkuehler and Mr. Hight. It was determined that the restrictions typo be corrected to read, "K.S.A. 45-221(a)(1)(9); 20 U.S.C. A. 1232g; 34 CFR Part 99." It was also decided that the first paragraph in the comments section should read, "Destroy Five (5) fiscal years from the end of term when course is taught. Academic units and instructors with infrequently taught courses can contact records management staff for assistance in updating relevant course content. For Unique/Special lectures or audiovisual resources considered historically significant, contact University Archivist for consultation. A random sampling of course syllabi will be culled annually for the University Archives." Only other change is to correct typo in last paragraph. Second line should read, "K-State Online will be the management platform for the Course Content Electronic Records." No further discussion.

Motion: Mr. Veatch moved to approve Course Content Records entry as amended and Credit Card Customer Sales Receipts as presented. Mr. Michael seconded, all in favor.

Ms. Rohleder moved on to presenting the revised entries. Indicated that the changes were to update series to better reflect current business practices. The board reviewed and had no further discussion.

Motion: Mr. Veatch moved to approve revised series as presented. Mr. Sowers seconded, unanimous approval.

Ms. Rohleder indicated to the board that Mr. Leimkuehler had requested to supersede series 0077-367 to series 0084-367. The board reviewed and no further discussion necessary.

Motion: Mr. Sowers moved to approve superseding series 0077-367 to series 0084-367, Mr. Michael seconded, all in favor.

Office of the Attorney General: Ms. Rohleder presented the revised series for board review. Indicated that the changes were made to better reflect current business practice and current structure of divisions. The board reviewed. Mr. Veatch indicated that the typo on series 0053-082 isn't a true typo but is due to a system limitation for field size and staff are working on a fix. Ms. Mendoza and Ms. Rohleder, in the meantime, came up with a work around. Determined that the use of abbreviations is totally acceptable. Once updated, will read, "Legal Opinions & Gov't Counsel (LOGIC) Division". The only other correction is that series restrictions for 0199-082 corrected to read, "K.S.A. 45-221(a)(1), K.S.A.75-723."

Motion: Mr. Veatch moved to approve series 0199-082 as amended and all others as presented. Mr. Sowers seconded, unanimous approval.

Housekeeping: Ms. Rohleder briefly went over the housekeeping changes and accepted as presented.

Other Business: Ms. Rohleder was contacted by Mr. Leimkuehler regarding Executive Order 13556 and although signed November 4, 2010, sanctions for not complying are now being enforced by federal government. Ms. Rohleder wanted to make the board aware and begin discussion regarding how it could affect agencies at the state level. Mr. Hight and Mr. Leimkuehler provided the board with all the information that they gathered and steps they are currently taking and seeking any additional guidance from the board. The board discussed several aspects of the order and potential ramifications to state agencies for not complying with the order. Determined that staff need to continue gathering more information and to start by contacting the Office of Information Technology Service (OITS) and see what their awareness level is and what they may already be doing to comply. Staff will continue to update the board with additional information when it becomes available.

Ms. Rohleder provided an update regarding the Electronic Records Committee membership. Ms. Rohleder informed the board that Rebecca Shulte, University Archivist at the University of Kansas, appointed Letha Johnson, Associate Archivist at the University of Kansas, as her replacement on the committee. The ERC members all approved of the appointment.

The final order of business was to confirm the proposed future meeting on July 19, 2018. With nothing further to discuss, the board adjourned at 10:25 a.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
June 25, 2018**

1. **Agency:** Kansas Department of Labor
2. **Records Officer:** Heather Wilke **Phone:** 785-296-5063
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 06/25/2018
5. **a) Total records – No. of Series:** 2
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 2
d) Obsolete schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Appraisal Narrative:**

Heather Wilke contacted KSHS staff about revising two records series associated with the new Online System for Claims Administration Research/Regulations (OSCAR), which contains case information on workers' compensation claims. An Electronic Recordkeeping Plan for OSCAR passed the Electronic Records Committee June 19, 2018. Restrictions were added to two series and the comments of series 0204-296 were altered to reflect this current business practice.

Retention/Disposition Schedule Entries

296-041

Department of Labor Division of Workers' Compensation

Litigated Claim Files - Fatal and Non-Fatal (a.k.a. "Red/Brown Dockets") (Series 0204-296)

Hearing transcripts, deposition, awards, orders, and other documents relating to contested workers' compensation claims filed by employees who allegedly received fatal or non-fatal work related injuries.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 44-510j(f), K.S.A. 44-550b, & K.S.A. 45-221(a)(1)(48)

Comments: Scan, then destroy hard copy. Retain electronic file 25 calendar years after application of hearing date, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-152

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Heather Wilke requested edits to restrictions and retention/disposition comments.

Non-Litigated Claims Files (a.k.a. "Blue Dockets") (Series 0207-296)

Hearing transcripts, settlement agreements, and other documents relating to uncontested workers' compensation claims filed by employees who received work related injuries.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 025 cldr yrs

Disposition: Destroy

Restrictions: K.S.A. 44-550b & K.S.A. 45-221(a)(1)(48)

Comments: Scan, then destroy hard copy. Retain electronic reports 25 calendar years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-152

Last Surveyed 25 April 2007

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
June 25, 2018**

1. **Agency:** Kansas Department of Transportation
2. **Records Officer:** Bob Stacks **Phone:** 785-296-2279
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 06/25/2018
5. **a) Total records – No. of Series:** 1
b) New series – No. of Series: 1
c) Revised existing series – No. of Series: 0
d) Obsolete schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 1
7. **Appraisal Narrative:**

Michael Ronin contacted KSHS staff about a new records series for information contained in the KCARS and OnBase databases. These systems allow law enforcement agencies throughout Kansas to collect data on motor vehicle crashes. An Electronic Recordkeeping Plan for these databases passed the Electronic Records Committee June 19, 2018.

Retention/Disposition Schedule Entries

276-012

**Kansas Department of Transportation
Bureau of Transportation Planning
Crash Data Unit**

Kansas Motor Vehicle Crash Report Data (Series Unknown)

Repository of vehicle crash data submitted by local law enforcement and other agencies.

Reports include fatal, injury, car vs. pedestrian, and property damage only reports.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: 11 Years

Disposition: Archives

Restrictions: None

Comments: Keep data 11 calendar years, then transfer to archives.

Schedule Authority: Agency Schedule

Last Surveyed 17 April 2018

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Bob Stacks and Michael Ronin approached KSHS Staff to develop ERP and series.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
June 22, 2018**

1. **Agency:** Local General Schedule
2. **Records Officer:** Melissa Thompson **Phone:** 316-660-3274
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 06/22/2018
5. **a) Total records – No. of Series:** 1
b) New series – No. of Series: 1
c) Revised existing series – No. of Series: 0
d) Obsolete schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Appraisal Narrative:**

Melissa Thompson contacted the appraising archivist with a request for a new series for records generated by the Metropolitan Area Building and Construction Department, a building trades and code enforcement authority merged by Sedgwick County and the City of Wichita. The MABCD requires local contractors to become certified or licensed to work locally, thereby creating a unique, new series requiring a retention schedule. Ms. Thompson verified with the records creators that no restrictions are necessary on this series.

Retention/Disposition Schedule Entries

000-106

Local Government Records

County Engineer/Planning

Contractors Licensing/Trades Certification (Series Unknown)

Licenses issued locally to contractors to authorize them to do business as builders, general contractors, or trades contractors for installation or work on specific types of systems including HVAC, plumbing, electrical, carpenters, etc. Includes applications examination results and other personally identifiable information.

Entry Status: Ready for SRB

Recommended Status: Approve As New

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Two (2) calendar years from the expiration, cancellation, revocation or denial of the license.

Schedule Authority: Agency Schedule

KAR Number 53-2-200

Last Surveyed 10 July 2018

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
June 22, 2018**

1. **Agency:** Local Emergency Management
2. **Records Officer:** Josh Michaelis **Phone:** 620-257-2363
3. **Appraising Archivist(s):** Ethan Anderson
4. **Date of Appraisal:** 06/25/2018
5. **a) Total records – No. of Series:** 1
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 1
d) Obsolete schedule entries – No. of Series: 0
e) Series superseded by other schedule entries – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Appraisal Narrative:**

Josh Michaelis contacted the KSHS staff with a request to create a retention schedule for records created by the Next Generation 911 program, which accepts text messages to 911 services. Agency staff deemed it appropriate to revise series 0003-110 to incorporate these records. The series title, description, and comments section were all broadened to reflect this current business practice.

Retention/Disposition Schedule Entries

000-110

Local Government Records

Emergency Management

Emergency Communications (Series 0003-110)

Contains emergency communications records of the Next Generation 911 (NG 911) program and incoming and outgoing calls on county phone lines and emergency radio services. This series may include, but is not limited to: audio recordings, video recordings, text messages, and photographs.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 006 months

Disposition: Destroy

Restrictions: None

Comments: Transfer evidential communication records to the local law enforcement agency case file. All non-evidential records are destroyed 6 months after creation of record.

Schedule Authority: Agency Schedule

KAR Number 53-2-120

Last Surveyed 29 December 2006

Record Copy: Electronic

Electronic Recordkeeping Plan Pending

Remarks: 07/10/2018 eanderson: revised series title, description, and comments to reflect current business practices

Housekeeping Changes Since 19 April 2018 13 July 2018

Housekeeping Edit

296-041
Department of Labor
Division of Workers' Compensation

Elections Files (Series 0197-296)
Description: Documents relating to an employer's acceptance or nonacceptance of the provisions of the Workers' Compensation Act.

Elections Files (Series 0197-296)
Description: Documents relating to an employer's acceptance or nonacceptance of the provisions of the Workers' Compensation Act.

Final Releases (Form D) (Series 0198-296)
Description: Form granting employers final release from liability following the closure of a workers' compensation claim file.