

State Records Board and Support Staff Operational Procedures

I. State Records Board General Procedures

- A. The State Records Board (SRB) will conduct regular quarterly meetings at the Kansas State Historical Society's Center for Historical Research on the third Thursday of January, April, July, and October, unless rescheduled by the Board chairperson. Special meetings will be held when called by the Board chairperson. All meetings will be fully open to the public as required by the Kansas Open Meeting Act. Board packets will be made available online before meetings.
- B. State agencies and local government offices seeking approval from the SRB for records disposition requests, new retention and disposition schedules, revisions to existing schedules, microfilming standards, or other related matters must be submitted to the State Archivist, in the format recommended by Historical Society staff, at least one month (30 days) before the Board meeting at which the requests will be considered.
- C. The State Records Board will not accept or approve retention and disposition schedule entries already addressed by the State and Local Government General Retention and Disposition Schedules. The Board will consider requests that alter the requirements established by the State and Local Government General Retention and Disposition Schedules.
- D. Historical Society staff will prepare a written appraisal report regarding each disposal request. In addition to conclusions regarding the historical and research values, these recommendations will contain information about any state and federal statutes or administrative regulations related to the preservation of the records or restrictions on public access to them and any other information necessary for the board to make an informed decision.
- E. Record retention and disposition schedules will be submitted to the Secretary of State within one month after each meeting. The requesting agency will be notified of Board actions, and the retention and disposition schedules will be updated online, within one month after each meeting. The Kansas State Historical Society will retain permanently a complete board packet for each meeting.

II. State Archives Staff Procedures

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- A. Prior to the Board meeting, unless obviously unnecessary or infeasible, the State Archivist and/or a member of his/her staff will visit the agency or local office and carefully examine the records listed in each disposal request.
- B. Copies of the draft retention and disposition schedule, the written appraisal reports of the Historical Society staff, minutes from the previous meeting, and the meeting agenda will be distributed to all Board members at least four days before each meeting.
- C. State Archives staff will notify the Board of any records series rendered obsolete or transferred to another agency.

III. Authorized Changes to Retention and Disposition Schedules Without Prior State Records Board Approval – Changes Made by Records Management Staff

- A. The SRB authorizes Records Management staff at the Kansas State Historical Society to make the following limited technical changes to records retention schedules without further review and approval by the SRB:
  - 1. Make copy editing changes to improve the accuracy of the text, such as correct typos or spelling, modify punctuation, grammar, terminology, jargon, formatting, and other like technical revisions consistent with the intent expressed by the SRB;
  - 2. Amend series title(s) based upon additional input from agency staff to more accurately reflect the nature of the records at issue;
  - 3. Make description enhancements that do not substantially alter the content, function, and subject matter of the records;
  - 4. Update restriction information to reflect current statute or regulation numbers where no substantive change to the statute or regulation has occurred, and no additional restriction has been added or restriction removed;
  - 5. Modify retention schedules, without altering any substantive content in the retention schedule itself, to reflect agency reorganizations or changes to agency hierarchy, such as moving a records series from one sub-agency to another or from one agency to another;

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6. Update instructions for retiring records to the State Records Center or other inactive records storage facility before destruction or transfer to the State Archives;
7. Note record copy format if unknown, or change record copy format if known. May update to include a change to electronic format if records are required to be maintained for less than 10 years, an Electronic Recordkeeping Plan is not required, and/or records are not to be transferred to the State Archives;
8. Add comments or notes for internal use only to aid records management staff in their work; and With the assistance and approval of agency records officers, supersede agency-specific versions of general retention and disposition schedule entries that either match word for word or convey the same intent or purpose of the applicable general schedule entry. For example, entries on an agency's schedule that may be superseded include those with minor title or description variations, or entries on the agency-specific schedule that match an earlier version of a general schedule entry.

- B. All other changes, corrections, modifications, amendments, revisions, or revocations require the review and approval of the State Records Board.
- C. At each meeting, records management staff shall provide the Board with a summary report of any changes made pursuant to the provisions of Section III.A.2. through III.A.8. since the previous Board meeting.

#### IV. Procedures Specific to Electronic Records

- A. The State Records Board and the Electronic Records Committee (ERC), a sub-committee under the Information Technology Advisory Board (ITAB), will cooperate to review and approve electronic recordkeeping plans, and any such plans will be submitted in conjunction with the state agency retention and disposition schedule. Electronic recordkeeping plans must be presented to and endorsed by the Electronic Records Committee prior to their submission to the SRB meeting. The purpose of offering the electronic recordkeeping plan to the ERC is for their technical review before submission to the State Records Board.

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