

**University Records and Information Management Committee meeting**

Agenda, 02/08/2022, 9:00 a.m.-10:00 a.m.

Joel, Chris, Brett, Hanna, Kelley, Ryan, David, Ethan, Robert, Ryan O, Cliff, Veronica, Dianna, Memory,  
Zoom, <https://ksu.zoom.us/j/968492639>

- I. Welcome and standard business (<5 mins)
  - a. Introductions (if needed)
- II. Report on assignments from previous meeting (<5 mins)
  - a. SRB – Approved Internal Audit Files
- III. New Business: (30-45 min)
  - a. Retention Schedules Upcoming:
    - i. PA Program
    - ii. Library Environment Control Readings
    - iii. Honors Program Records
    - iv. Honor and Integrity Systems
    - v. Faculty Senate Records
  - b. Electronic Recordkeeping Plans Needed:
    - i. Slate
    - ii. Maxient
    - iii. CUI and PIPL
  - c. Records Request FYI
  - d. RIMC Check-In
    - i. Expectations and Purpose
      - 1. What do we do?
      - 2. RIM Training
    - ii. Web Resources, Records storage, Teams Access
      - 1. <https://www.k-state.edu/arm/records/index.html>
      - 2. <https://ksuemailprod.sharepoint.com/sites/RIMC>
    - iii. Function of the Committee Moving Forward
  - e. Grievance Files – Restart
    - i. [https://ksuemailprod.sharepoint.com/:f:/s/RIMC/EqdRTcL\\_LKFKivGah5VLWNEBaLAPAmVv9M4roer49D9b3g?e=9dD5EO](https://ksuemailprod.sharepoint.com/:f:/s/RIMC/EqdRTcL_LKFKivGah5VLWNEBaLAPAmVv9M4roer49D9b3g?e=9dD5EO)
  - f. FYI - Shred Events Changing
- IV. Next steps (>5 mins)
- V. Review assignments for next time (>5 mins)
- VI. Adjourn
  - a. Meeting adjournment at

<b>FUTURE MEETINGS:</b>	<b>UPCOMING STATE BOARD MEETINGS:</b>
03/08/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (March)
04/12/2022 (Tue), 9-10am, (Zoom)	State Records Board (April)
05/10/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (June)
	State Records Board (July)

**University Records and Information Management Committee meeting**

Agenda, 03/08/2022, 9:00 a.m.-10:00 a.m.

Attendees:

Zoom, <https://ksu.zoom.us/j/968492639>

- I. Welcome and standard business (<5 mins)
  - a. Introductions (if needed)
- II. February Minutes:
  - a. [RIMC\\_Minutes2022-02-08.docx](#)
- III. Report on assignments from previous meeting (<5 mins)
- IV. New Business: (30-45 min)

- a. Honors Program Retention Schedule:
  - i.Honors\_Program\_Enrolled\_Applicants
    - 1. [https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EctjP33xtDFBmwaT\\_DM\\_LEoBtHBhl7ZMh2tObv7D1c-Zg?e=NMNQtI](https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EctjP33xtDFBmwaT_DM_LEoBtHBhl7ZMh2tObv7D1c-Zg?e=NMNQtI)
  - ii.Honors\_Program\_Inactive\_Applicants
    - 1. <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWjHidDeDk9PiUyMIrpQi4MBkPBA2gyhYCKk1RdDBqxQrg?e=ZBzcQk>
  - iii.Honors\_Program\_NonEnrolled\_Applicants
    - 1. [https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ER3I5ERfz\\_RAIuuInfcj37gBggyYedYhWzPVNctNlujpAw?e=4SyA8U](https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ER3I5ERfz_RAIuuInfcj37gBggyYedYhWzPVNctNlujpAw?e=4SyA8U)
- b. Retention Schedules Upcoming:
  - i.PA Program
  - ii.Library Environment Control Readings
  - iii.Honor and Integrity Systems
  - iv.Faculty Senate Records
- c. Electronic Recordkeeping Plans Needed:
  - i.Slate
  - ii.Maxient
  - iii.CUI and PIPL
  - iv.Contract Lifecycle Management System
- d. RIMC Meetings for the next year:
  - i.If you have not completed the survey yet:
    - [https://kstate.qualtrics.com/jfe/form/SV\\_0AiqeUnuYOSKfhs](https://kstate.qualtrics.com/jfe/form/SV_0AiqeUnuYOSKfhs)
- e. Grievance Files – Restart
  - i.Grievance Group Meeting Notes:
    - 1. Meeting Notes: <https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EcjsIQqW-8hIqNhCL2Ww6LwBwXZgGHfwl4nnPP1VWsyHIQ?e=fAW1DI>
    - 2. Peer Grievance Retention Schedules:
      - [https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZot7WjVHG9Cur5QBMm1PY8BFBMfpNG5Kg4jWsmEsHq4\\_A?e=gQ6jQ9](https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZot7WjVHG9Cur5QBMm1PY8BFBMfpNG5Kg4jWsmEsHq4_A?e=gQ6jQ9)
  - f. FYI – April Records Management Month
    - i.Marketing/Training Campaign: last year was a success
    - ii.Shred Day April 27<sup>th</sup> 9-11:30am
- V.Next steps (>5 mins)
- VI.Review assignments for next time (>5 mins)
- VII.Adjourn
  - a. Meeting adjournment at

<b><u>FUTURE MEETINGS:</u></b>	<b><u>UPCOMING STATE BOARD MEETINGS:</u></b>
04/12/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (March) State Records Board (April)
05/10/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (June) State Records Board (July)
June (TBD)	

**University Records and Information Management Committee meeting**

Agenda, 04/12/2022, 9:00 a.m.–10:00 a.m.

Attendees:

Zoom, <https://ksu.zoom.us/j/968492639>

- I.Welcome and standard business (<5 mins)
  - a. Introductions (if needed)
- II.March Minutes: <https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EUvqK4wR8JpDgEwnRc-ekDwBciKIADkCeAl8IKAIUTLKDg?e=ciJT8c>
- III. Report on assignments from previous meeting (<5 mins)
- IV.New Business: (30-45 min)

- a. Physician Assistant Program:
  - i. PA Academic Advising Records: <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EYdfE2GhzzNKoLQIK8pYUEABnXKGNteijOyk023OXYKjXg?e=zjvT2J>
  - ii. PA Dismissal Records: <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EVJyhpXsFzdNilke3OxeKrKBDfPgIL3Gi2KOFsGTVIW2MQ?e=Z7DyNd>
  - iii. PA Promotion, Progression, and Professionalism Records: [https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ESNP\\_MTM9hZNhcNG4ChijbgBGrBxaBerXESdywEw0mmdsQ?e=ipTrCO](https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ESNP_MTM9hZNhcNG4ChijbgBGrBxaBerXESdywEw0mmdsQ?e=ipTrCO)
  - iv. PA Remediation Records: [https://ksuemailprod.sharepoint.com/:b:/s/RIMC/Ed69qNoEBRIHoNuH4XsZgvcBO-rpGDx\\_2LJPkkyGGYbfYQ?e=1sRTE8](https://ksuemailprod.sharepoint.com/:b:/s/RIMC/Ed69qNoEBRIHoNuH4XsZgvcBO-rpGDx_2LJPkkyGGYbfYQ?e=1sRTE8)
  - v. PA Results of Selection Interviews: [https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EUXZkQtf7qINijz0JI\\_RjnMBG6pbOJhu4pSAtrdVSzSTBg?e=mFbaZg](https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EUXZkQtf7qINijz0JI_RjnMBG6pbOJhu4pSAtrdVSzSTBg?e=mFbaZg)
  - vi. PA SCPE Assignments Revised: <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EXRZeut3V-hAoOlbQpWSlqQBriQB3wpWnzeTHjcBuGvwQ?e=1tATzM>
  - vii. PA Student Health Records: [https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EQlv4gyT8kxlpD8QeeqWvND4BkNzh\\_-NNTmlSaRBc9PKZ1g?e=yazEVA](https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EQlv4gyT8kxlpD8QeeqWvND4BkNzh_-NNTmlSaRBc9PKZ1g?e=yazEVA)
  - viii. PA Student Performance in Program Records: [https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EckI9uPwpeNNG4436dar8IUBX9UCJTWSjW9\\_9NpE3sOxvA?e=W3uycV](https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EckI9uPwpeNNG4436dar8IUBX9UCJTWSjW9_9NpE3sOxvA?e=W3uycV)

V. Retention Schedules Upcoming:

- a. Library Environment Control Readings
- b. Honor and Integrity Systems
- c. Faculty Senate Records

VI. Electronic Recordkeeping Plans Needed:

- a. Slate
- b. Maxient
- c. CUI and PIPL
- d. Contract Lifecycle Management System

VII. RIMC Meetings for the next year:

- a. Continue second Tuesdays of every month 9-10am.
- b. Hybrid meetings?

VIII. FYI – April Records Management Month

- a. Shred Day April 27th 9-11:30am

IX. Next steps (>5 mins)

X. Review assignments for next time (>5 mins)

XI. Adjourn

- a. Meeting adjournment at

<b>FUTURE MEETINGS:</b>	<b>UPCOMING STATE BOARD MEETINGS:</b>
05/10/2022 (Tue), 9-10am, (Zoom)	State Records Board (April)
06/14/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (June)
07/12/2022 (Tue), 9-10am, (Zoom)	State Records Board (July)
	Electronic Record Committee (September)

**University Records and Information Management Committee meeting**

Agenda, 06/14/2022, 9:00 a.m.-10:00 a.m.

Attendees:

Zoom, <https://ksu.zoom.us/j/968492639>

- I. Welcome and standard business (<5 mins)
  - a. Introductions (if needed)
- II. April Minutes: [RIMC Minutes2022-04-12.docx](#)
- III. Report on assignments from previous meeting (<5 mins)
- IV. New Business: (30-45 min)
  - a. ERP: SLATE - [SLATE ERP.pdf](#)
  - b. New Retention Schedule: Library Environment Control Readings - [Library Environmental Readings Records.pdf](#)
  - c. First Discussion: Email Use and Management on Campus
- V. Retention Schedules Upcoming:
  - a. Honor and Integrity Systems
  - b. Faculty Senate Records
  - c. URCO – Retention Schedules
- VI. Electronic Recordkeeping Plans Needed:
  - a. Maxient
  - b. Contract Lifecycle Management System
  - c. Cayuse? Informed by how long retention is established – Vice President for Research Office
  - d. Rise? Informed by how long retention is established – Vice President for Research Office
- VII. RIMC Meetings for the next year:
  - a. Continue second Tuesdays of every month 9-10am.
  - b. Hybrid meetings?
- VIII. Next steps (>5 mins)
- IX. Review assignments for next time (>5 mins)
- X. Adjourn
  - a. Meeting adjournment at

<b>FUTURE MEETINGS:</b>	<b>UPCOMING STATE BOARD MEETINGS:</b>
06/14/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (June)
07/12/2022 (Tue), 9-10am, (Zoom)	State Records Board (July)
08/09/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (September)

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### University Records and Information Management Committee meeting

Agenda, 08/09/2022, 9:00 a.m.-10:00 a.m.

Attendees:

Zoom, <https://ksu.zoom.us/j/968492639>

- I. Welcome and standard business (<5 mins)
  - a. Introductions (if needed)
- II. June Minutes: [RIMC Minutes2022-06-14.docx](#)
- III. Report on assignments from previous meeting (<5 mins)
- IV. New Business: (30-45 min)
  - a. New URCO – Retention Schedules
    - i. [IACUC Semiannual Inspection Records.pdf](#)
    - ii. [IBC Lab Inspection Records.pdf](#)
    - iii. [IACUC IBC IRB Application Records.pdf](#)
    - iv. [Occupational Health Form Records.pdf](#)
    - v. [Meeting Minutes IACUC IBC IRB Records.pdf](#)
    - vi. [PHS FCOI Form Records.pdf](#)
    - vii. [USDA Inspection Result Records.pdf](#)
    - viii. [IACUC IBC IRB Annual Report Records.pdf](#)

ix. [Export Controls Form Records.pdf](#)

V. Retention Schedules Upcoming:

- a. Honor and Integrity Systems
- b. Faculty Senate Records

VI. Electronic Recordkeeping Plans Needed:

- a. Maxient
- b. Contract Lifecycle Management System – September RIMC

VII. Next steps (>5 mins)

VIII. Review assignments for next time (>5 mins)

IX. Adjourn

- a. Meeting adjournment at

<b>FUTURE MEETINGS:</b>	<b>UPCOMING STATE BOARD MEETINGS:</b>
08/09/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (June)
09/13/2022 (Tue), 9-10am, (Zoom)	State Records Board (July)
10/11/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (September)

**University Records and Information Management Committee meeting**

Agenda, 09/13/2022, 9:00 a.m.-10:00 a.m.

Attendees: Hanna Manning, Ryan Leimkuehler, Joel Anderson, Ethan Anderson, Charlotte Self, Chris Buchanan, Megan Burton, Kelley Brundage, Chad Currier, Cathy Oehm, Memory Buffington, Aaron Good, Cliff Hight, Ryan Otto, Heath Ritter

Zoom, <https://ksu.zoom.us/j/968492639>

I. Welcome and standard business (<5 mins)

- a. Introductions (if needed)

II. August Minutes: [RIMC Minutes2022-08-09.docx](#)

III. Report on assignments from previous meeting (<5 mins)

IV. New Business: (30-45 min)

- a. New ERP – Contract Lifecycle Management System
  - i. [DFS Cobblestone CLM ERP.pdf](#)
- b. New HCS – Employee Relations and Engagement – Retention Schedules
  - i. [Appeal Hearing Packet Records Retention.pdf](#)
  - ii. [KAPE and FOP Negotiation Retention Records.pdf](#)
- c. New URCO – Retention Schedules
  - i. [Lab Inspection Records.pdf](#)
  - ii. [Meeting Minutes IACUC IBC IRB Records.pdf](#)
  - iii. [IACUC IBC IRB Annual Report Records.pdf](#)
  - iv. [Export Controls Form Records.pdf](#)
  - v. [PHS FCOI Form Records.pdf](#)

V. Retention Schedules Upcoming:

- a. Honor and Integrity Systems
- b. Faculty Senate Records

VI. Electronic Recordkeeping Plans Needed:

- a. Maxient

VII. Next steps (>5 mins)

VIII. Review assignments for next time (>5 mins)

IX. Adjourn

- a. Meeting adjournment at

<b>FUTURE MEETINGS:</b>	<b>UPCOMING STATE BOARD MEETINGS:</b>
10/11/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (September) State Records Board (October)
11/08/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (December) State Records Board (January)
12/13/2022 (Tue), 9-10am, (Zoom)	