

University Records and Information Management Committee meeting

Agenda, 02/09/2021, 9:00 a.m.-10:00 a.m.

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

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - b. Minutes from December meeting
 - i. <https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EQliza5LqzBMu7RxsD9PygMBZkNXthcaoE25umT63EFtmQ?e=B3ji4C>
- II. Report on assignments from previous meeting (5-10 mins)
 - a. Report of discussion with Data Governance Committee and FSCOT
 - i. University Data/Records Storage Guidance Discussion (Teams, W:Drive, etc.):
 - 1. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ESDOXccQxzdIn2_H_KrDXwmMBxnqVYtvNyejqUfbfYVqBfA?e=WZAOCO
 - ii. Email FAQ Guidance:
 - 1. <https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ETpCxQZntllIv-wTOi97C-8BLGp0JqnMaclO7Vh356FBnA?e=lvczD9>
 - iii. Use of Personal Devices and Accounts Policy (formerly BYOD Policy):
 - 1. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ET2ycfX5PthMpi39P_oPHhEBA_RbpqX_OoHzs1F02UxGow?e=koWeTS
 - III. New Business
 - a. RIMC Committee in 2021 (15-20 minutes)
 - i. Time/Dates
 - ii. Committee Make-Up
 - iii. Role and Function of RIMC (refresh)
 - b. 2021 Planning (30 minutes)
 - i. 'The Big 3'
 - ii. Training
 - iii. Communications/Marketing
 - iv. Retention Schedule Projects and Next Steps
 - v. Electronic Recordkeeping Plans (ERP)
 - IV. Next steps (>5 mins)
 - V. Review assignments for next time (>5 mins)
 - VI. Adjourn

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
02/09/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (March)
03/09/2021 (Tue), 9-10am, Zoom	State Records Board (April)
04/13/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (June)

University Records and Information Management Committee meeting

Agenda, 03/09/2021, 9:00 a.m.-10:00 a.m.

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

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - b. Minutes from February meeting
 - i. <https://ksuemailprod.sharepoint.com/:w:/s/RIMC/Ec1cKZhTBCTlPk1rGrDqYnUBssTuuvXAonsHyBZ5dT6svw?e=0qGm1B>
- II. Report on assignments from previous meeting (5-10 mins)
 - a. Report/prep of discussion with Data Governance, FSCOT, Full Faculty Senate, Cabinet

- i. University Data/Records Storage Guidance Discussion (Teams, W:Drive, etc.):
 1. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ESDOXccQxzdIn2H_KrDXwmMBxnqVYtvNyejqUfbfYVqBfA?e=WZAOco
- ii. Email FAQ Guidance:
 1. <https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ETpCxQZntIIv-wTOi97C-8BLGp0JqnMaclO7Vh356FBnA?e=lvczD9>
- iii. Use of Personal Devices and Accounts Policy (formerly BYOD Policy):
 1. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ET2ycfX5PthMpi39P_oPHhEBA_RbpqX_OoHzs1F02UxGow?e=koWeTS

III. New Business

- a. RIMC Team Usage (5 min)
- b. RIMC Committee in 2021 – Survey Results (15-20 minutes)
 - i. Time/Dates
 - ii. Committee Make-Up
- c. RIM Month April Planning/Discussion (15 minutes)
 - i. Data storage guidance docs, and personal devices policy
 - ii. Trainings
 - iii. Marketing/communications
 - iv. Others?

IV. Next steps (>5 mins)

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

VI. Adjourn

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
03/09/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (March)
04/13/2021 (Tue), 9-10am, Zoom	State Records Board (April)
05/11/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (June)

University Records and Information Management Committee meeting

Agenda, 05/11/2021, 9:00 a.m.-10:00 a.m.

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

- i. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - b. Minutes from April meeting
- ii. Report on assignments from previous meeting (5-10 mins)
 - a. Records and Information Management Month: (5-10min)
- III. New Business: (45-50 min)
 - a. Alma ERP:
 - b. K-Rex ERP:
 - c. StaffNet ERP:
- IV. Next steps (>5 mins)

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

VI. Adjourn

- a. Meeting adjournment at

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
05/11/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (June)

06/08/2021 (Tue), 9-10am, Zoom	State Records Board (July)
07/13/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (September)

University Records and Information Management Committee meeting

Agenda, 06/08/2021, 9:00 a.m.-10:00 a.m.

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

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - b. Minutes from May meeting
 - i. <https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EYLp5uMLmAVEhEEzLZfrdR8BK6vBKpfQepsx3GCZVzrRoA?e=6HicGc>
- II. Report on assignments from previous meeting (5 mins)
 - a.
- III. New Business: (35-45 min)
 - a. StaffNet ERP:
 - i. <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EVTNUJf19ZHjS9e56qim9kBuSW5lGpFG5cm5tWTwqK7kQ?e=KAjXGJ>
 - b. Retention Schedules:
 - i. Web Archiving Administrative Records:
 - https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EeQFR2Up8_5Dq37srVa73oUBYolcujnmaHv0KQhrurPD4w?e=QY6UQC
 - ii. Web Archiving
 - Data: <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EefUt3rCkWBvEvGazljOrzqkBOg-gr5mCrlo6qGMO-2Kgrg?e=bKVtVQ>
- IV. Next steps (>5 mins)
- V. Review assignments for next time (>5 mins)
- VI. Adjourn
 - a. Meeting adjournment at

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
05/11/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (June)
06/08/2021 (Tue), 9-10am, Zoom	State Records Board (July)
07/13/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (September)

University Records and Information Management Committee meeting

Agenda, 07/13/2021, 9:00 a.m.-10:00 a.m.

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

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - b. Minutes from June meeting
 - i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZ7S18IRdt5Ku53S4QvHmWsB2H5ftA8bO3BBf2bSg_CDAQ?e=PVO5A1
- II. Report on assignments from previous meeting (5 mins)
 - a. Report on ERC meeting
- III. New Business: (35-45 min)
 - a. Retention Schedules:

- i. Library Patron Records – University Libraries:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/Eb4d5X_kjxtLiXwAR_9XuOA_B_BxRa1CsdWjEMi_haufXuw?e=nglXdz
- ii. F1J1 Student Records - International Student and Scholar Services:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EYh1qOmGAJxAq36iroYhdpkB60WSdDQOPHYwj2Hza_BfRQ?e=pASyJa
- iii. H1B Employee Records - International Student and Scholar Services:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EbdOGzAHxVZGsW4NMAc_k-icBQ1rRCUMYT1rJlYTWW_m6iA?e=jLkOe
- iv. H1B Public Access File Records - International Student and Scholar Services:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWGgJCKUa_1Os0C0qKMPL_T8B_X2kY4Ma93lXGgspR-OUw?e=OHgdDH
- v. J1 Scholars Student Intern Records - International Student and Scholar Services:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ESR_Ueld8_dMnEY3zD1lj2MB-zUSPwycLKB_FqPS3S559g?e=Xn6p54
- b. Electronic Recordkeeping Plans:
 - i. OneDrive/SharePoint: <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ESw-ivqp2olHrSpkmbzFFO4BLxta-vaPiHFdY9z1MRE5Og?e=EtDPY1>
 - ii. Exchange:
<https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EeiD4X4cYJdGr5X0cJYv3c4BU22lph26YSQb9naPOjMrkw?e=0tqMm7>

IV. Next steps (>5 mins)

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

VI. Adjourn

- a. Meeting adjournment at

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
07/13/2021 (Tue), 9-10am, Zoom	State Records Board (July)
08/10/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (September)
09/14/2021 (Tue), 9-10am, (Zoom/In Person)	State Records Board (October)

University Records and Information Management Committee meeting

Agenda, 08/10/2021, 9:00 a.m.–10:00 a.m.

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

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - b. Minutes from July meeting
 - i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EbEVdgI8GkBPkVbHNM5d_Z9YBfEjutqdOre7ki3SyNBkMsg?e=WRKH20
- II. Report on assignments from previous meeting (<5 mins)
 - a. Report on SRB meeting
- III. New Business: (35–45 min)
 - a. Retention Schedules:
 - i. Student Access Center: Case Files
 - 1. https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWVhTgFc5g5Cn_WEDKpmpYUQBM41CW2Df8iNNn_GBZEufg?e=4nHtgA
 - b. Electronic Recordkeeping Plans:
 - i. AIM: <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ERc4G-gN-6hBvx45KuChycYB5zQj9jc1S0hTIVHn4TmnxA?e=mKqxwZ>

- ii. OneDrive/SharePoint: <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EZFdwGLFy9NHuiFU6D4cig0B0fiQJslCdnI6szpcPEQ1gg?e=8agjmK>
- iii. Exchange: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EfBGRr_IoDxCnUS14evuQn0BejjCaS-X7dphzsfXT4hg-A?e=fdCXMf
- iv. CatFiles: <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWDnN3Jrr5hDpiRPND-5aMUB7vnMphPpbQLIOZrhmhFxAw?e=3cREJA>

IV. Next steps (>5 mins)

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

VI. Adjourn

- a. Meeting adjournment at

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
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University Records and Information Management Committee meeting

Agenda, 09/14/2021, 9:00 a.m.-10:00 a.m.

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

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - b. Minutes from August meeting
 - i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EeKpZCYK1NNDkI5Je-pECtgBxnfg_Vzz-v6IYnztjhPdkQ?e=8RZdcC
- II. Report on assignments from previous meeting (<5 mins)
 - a.
- III. New Business: (35-45 min)
 - a. Retention Schedules:
 - i. None
 - b. Electronic Recordkeeping Plans:
 - i. MediaSite: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ESzHgngfSGUxJnpKjhN3rcK0BsgWJ9tdunRXnRsKL_8UVSQ?e=7b4v9h
 - ii. Exchange: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EfBGRr_IoDxCnUS14evuQn0BU3qh21dAM3mUU2M9KCCR5Q?e=dTWyhk
 - iii. CatFiles: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWDnN3Jrr5hDpiRPND-5aMUBAc_AkA2fsPLjUscr0-vXSg?e=wwFLfq

IV. Next steps (>5 mins)

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

VI. Adjourn

- a. Meeting adjournment at

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
10/12/2021 (Tue), 9-10am, (Zoom)	Electronic Records Committee (September)
11/09/2021 (Tue), 9-10am, (Zoom)	State Records Board (October)
12/14/2021 (Tue), 9-10am, (Zoom)	Electronic Records Committee (December)
	State Records Board (January)

University Records and Information Management Committee meeting

Agenda, 10/12/2021, 9:00 a.m.–10:00 a.m.

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

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - b. Minutes from September meeting:
https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ETyylzHtKNtAo_atP2Ham2MBxB5Rga-gaDrNANlwcYzKg?e=fu0miG
- II. Report on assignments from previous meeting (<5 mins)
 - a. Electronic Records Committee:
 - i. Media Site
 - ii. Exchange/Outlook
 - iii. OneDrive/SharePoint
- III. New Business: (35-45 min)
 - a. Retention Schedules:
 - i. Special Collections Processing Metrics – K-State Libraries:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ESDqCSD_fjZOmndlmA1AoY4B41xk1uWExkH3JQ4PhX89fw?e=DwnPc3
 - ii. Special Collections Description Records – K-State Libraries:
<https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWjTnzjI2DIKjCagWp3wlfwBhQjktVhVZshQQnLCsna6kg?e=1gI8VN>
 - iii. Special Collections Acquisition Records – K-State Libraries:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EdsW0vryDPTtHqqRxuLy_x8QBui4586VdGA0aB-EuXFNLvQ?e=Mx7d8e
 - iv. Honor and Integrity System Case Files – Honor and Integrity System:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EeYXFCH69lZKsbsmOft_mx8Bpys44JvuP4YV3YRBKf-SFg?e=dkcFdO
 - v. Possible additions
 - b. Electronic Recordkeeping Plans:
 - i. CatFiles:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWDnN3Jrr5hDpiRPND-5aMUBAc_AkA2fsPLjUscr0-vXSg
- IV. Next steps (>5 mins)
 - a. State Records Board:
 - i. K-State Library Patron Records
 - ii. International Studies Records
 - iii. Student Access Center Records
 - iv. Endorsed ERPs
- V. Review assignments for next time (>5 mins)
- VI. Adjourn
 - a. Meeting adjournment at

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
11/09/2021 (Tue), 9-10am, (Zoom)	State Records Board (October) Electronic Records Committee (December)
12/14/2021 (Tue), 9-10am, (Zoom)	State Records Board (January)
01/11/2021 (Tue), 9-10am, (Zoom)	

University Records and Information Management Committee meeting

Agenda, 12/14/2021, 9:00 a.m.-10:00 a.m.

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

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - b. Minutes from October meeting: https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ESQ3qRwJ_ZROiRTBMziWWXcBQdqKEf88BMe33pJURAg7Ew?e=rGMQvK
- II. Report on assignments from previous meeting (<5 mins)
- III. New Business: (30-45 min)
 - a. Retention Schedules:
 - i. Internal Audit Files: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWq2D6gkZXhHlcZX-Y7b4rkB1XRiT8_8LLfieslbqPfShA?e=F9GzFN
 - ii. Exhibit Files: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/Ec6eVKwnDhtLm8gEn5sOuaQB-YzL6IQ_kT0mOkp4Jqo1ow?e=cAsgqi
 - iii. Possible additions
 - b. Electronic Recordkeeping Plans:
 - i. None to Review
 - ii. Slate
 - iii. Maxient
 - iv. CUI and PIPL
 - c. RIMC Check-In
 - d. Grievance Files - Restart
- IV. Next steps (>5 mins)
- V. Review assignments for next time (>5 mins)
- VI. Adjourn
 - a. Meeting adjournment at

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
01/11/2021 (Tue), 9-10am, (Zoom)	State Records Board (January)
02/08/2022 (Tue), 9-10am, (Zoom)	Electronic Record Committee (March)
03/08/2022 (Tue), 9-10am, (Zoom)	State Records Board (April)