University Records and Information Management Committee meeting
Minutes, 02/09/2021, 9:00 a.m.–10:00 a.m.
Zoom, https://ksu.zoom.us/j/968492639
Attendees: Veronica Denison, Ryan Leimkuehler, Aaron Good, David Brown, Hanna Manning, Megan Burton, Memory Buffington, Ethan Anderson, Joel Anderson, Kelley Brundage, Lisa Shappee, Cliff Hight

    I.   Welcome and standard business (<5 mins)
        a.   Introductions (if needed): None needed
        b.   Minutes from December meeting
            i.   https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EQIiza5LqzBMu7RxsD9PygMBZkNXthcaoE25umT63EFtmQ?e=B3ji4C
            ii.   Kelley moved to approve the minutes, Memory seconded. Motion passed unanimously.

    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/ESDOXccQxzdIn2H_KrDXwmMBxnqVYtvNyejqUfbfYVqBfA?e=WZAOco
            ii.   Email FAQ Guidance:
                1.   https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ETpCxQZntJlIv-wTOi97C-8BLGp0JqnMaclO7Vh356FBnA?e=lvczD9
            iii.   Use of Personal Devices and Accounts Policy (formerly BYOD Policy):
                1.   https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ET2ycfX5PthMpj39P_oPHhEBA_RbpqX_OoHzs1F02UxGow?e=koWeTS

        b. Discussion:
            i. Hopefully on Friday Data Governance will endorse these and then FSCOT will. If FSCOT endorses, it will go on to Faculty Senate.
            ii. These are going to be living documents. They will be updated as needed, for example if there are significant changes that need to be made.
            iii. Memory brought up the point that a best practice document or training component will help with implementation. Ryan totally agrees, and anticipates working with IT on helping people integrate these into their offices/departments.
            iv. David suggested reaching out to Megan Eakin in HCS to set up courses.
            v. Memory: There will also be a more aggressive approach to transfer stuff from the W:Drive. Maybe an automated process?
            vi. Ryan believes some units will be keeping the W:Drive and some units will not be.

    III.   New Business
        a.   RIMC Committee in 2021 (15-20 minutes)
            i.   Time/Dates
                i. Going forward, we will always have the Zoom option, even when we are one-day in-person again.
                ii. Ryan will send a doodle-poll to check time-slots.
            ii.   Committee Make-Up
                i. Ryan: We want to make sure we have continuous representation. So if one person can't come from your unit, there can be a stand-in.
            iii.   Role and Function of RIMC (refresh)
                i. Don't feel like you can't give input or voice opinions on retention schedules that are not part of your unit/department.
                ii. Retention schedules are much better than where they were, but we still have a long way to go.
                iii. Ryan also looks at those on the committee to help people on campus come to him and to build bridges with other units.

        b.   2021 Planning (30 minutes)
            i.   'The Big 3'
                i. These are the University Data/Records Storage Guidance, Email FAQ Guidance, and Use of Personal Devices and Accounts Policy. But getting

these endorsed is only phase one in the process. We will still need to communicate them out, do training, and revisit them occasionally.

    ii.   Training

      i.Most people here have done the Records Management Training.

      ii.Work with Megan in HCS on short videos.

      iii.Since working from home, the demand for training has increased. There have been nine trainings with about 200 people. But we can do more.

      iv.Ryan suggested added email trainings.

      v.A lot of these trainings are in collaboration with IT.

      vi.Kelley suggested adding more visuals to add onto Retention Schedules. Ryan agrees.

      vii.David suggested more training and documents regarding Teams. In the Archives we have a lot of concerns. IT has a way to salvage those, but they need to know. Kelley suggested this could be a training item. Maybe have a way to indicate whether this will go to the Archives or not.

      viii.Cliff suggested a next level for trainings. Maybe meeting with different offices/units to speak with them about their specific needs. Ryan has been doing this.

    iii.   Communications/Marketing

      i.Ryan thinks we can do better in this. He does a K-State Today article, and an occasional Library social media post.

      ii.Are there places we should market? Especially with the "Big 3" documents?

          i.Hanna suggested sending it out in multiple ways. Like various listservs. Many on this committee have shared our announcements to others on campus.

      iii.What about Committee communication? Do we need more? Joel suggested something like quarterly updates. Cliff asked if we should put it on K-State Today?

      iv.Should we have a Team for this group? People seemed to like that idea.

    iv.   Retention Schedule Projects and Next Steps

      i.Last year we did 31 retention schedules, which is a good job!

    v.   Electronic Recordkeeping Plans (ERP)

      i.Any electronic records that live in a system for 10 or more years, an ERP must be created.

      ii.If you are in an office that is using a system for 10 or more years, please reach out to Ryan.

      iii.There are some systems that exist on campus (shadow systems) that should not be holding records long-term.

IV.Adjourn

      I.Adjourned at 10:00AM.

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)
5/11/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (June)

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University Records and Information Management Committee meeting
Minutes, 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. Present: Aaron Good, Ethan Anderson, Ryan Leimkuehler, Hanna Manning, Memory Buffington, Chad Currier, Lisa Shappee
    - b. Introductions (if needed)
    - c. Minutes from February meeting
        - i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/Ec1cKZhTBCtLpk1rGrDqYnUBssTuuvXAonsHyBZ5dT6svw?e=0qGm1B
            1. Edited the spelling of Megan Burton
            2. Moved to accept as amended: Memory and seconded by Chad motion was accepted unanimously.
- II. Report on assignments from previous meeting (5-10 mins)
    - a. Report/prep of discussion with Data Governance, FSCOT, Full Faculty Senate, Cabinet
        - i. Ryan reported that the policy and guidance documents passed through Data Governance and were endorsed by FSCOT. They now move to Faculty Senate today, 3/9/2021 and then will proceed to Presidents Cabinet for final feedback. These items will be a major marketing/training push in April for RIM Month.
        - ii. University Data/Records Storage Guidance Discussion (Teams, W:Drive, etc.):
            1. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ESDOXccQxzdIn2H_KrDXwmMBxnqVYtvNyejqUfbfYVqBfA?e=WZAOco
        - iii. Email FAQ Guidance:
            1. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ETpCxQZntJlIv-wTOi97C-8BLGp0JqnMaclO7Vh356FBnA?e=lvczD9
        - iv. Use of Personal Devices and Accounts Policy (formerly BYOD Policy):
            1. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ET2ycfX5PthMpj39P_oPHhEBA_RbpqX_OoHzs1F02UxGow?e=koWeTS

- III. New Business
    - a. RIMC Team Usage (5 min)
        - i. Ryan outlined the use and practice for Micrsoft Team for RIMC. No records will live in the team and will simply be used as an access and contact tool.
    - b. RIMC Committee in 2021 – Survey Results (15-20 minutes)
        - i. Time/Dates - initial feedback points to continuing the same time and date into the future.
        - ii. Committee Make-Up – we may want to include representatives from Student Life and University Support Staff Senate.
        - iii. Ryan will extend the survey through the end of the week to allow more time for feedback.
    - c. RIM Month April Planning/Discussion (15 minutes)
        - i. Data storage guidance docs, and personal devices policy
        - ii. Trainings
        - iii. Marketing/communications
        - iv. Others?
        - v. Ryan gave an overview of what April will look like and received comments from the committee.
            1. Memory – Suggested developing guidance documents for handling authenticity for electronic records. Ryan and Chad will follow up on this topic. It is unclear what guidance exists and where it lives currently.
            2. Ryan – mentioned the Policy on policies that OCG has been advocating for as well as possibly developing a clearinghouse for policy/guidelines on records management and other important topics.
            3. From survey: "I would like to see us take a next step in determining what type of guidance and recommendations we can put together in order to help offices with their own files and systems understand the need for not keeping them unless they are the unit of record - that the unit of record holds the retention

requirements and how can we assist so they do not continue to hold duplicates, etc…"

IV.Next steps (>5 mins)
    a.   Ryan gave a brief update on the PA program and where they are in their retention schedule process.

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

VI.Adjourn
    a.   Committee adjourned at 9:30am

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

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University Records and Information Management Committee meeting
Minutes, 04/13/2021, 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)
            i.No new introductions necessary.
        b.   Minutes from March meeting
            i.https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EbZb02Z8AQhKsapEeZ6tqlsBUhB_ciJf_dFX3TssdRcicQ?e=gEEsa7
                1.   Minutes approved, Chad Currier moved Memory Buffington was second.
  II. Report on assignments from previous meeting (5-10 mins)
        a.   RIMC Committee in 2021 – Survey Results (15-20 minutes)
            i.Time/Dates
            ii.Committee Make-Up
                1.   We will continue the current meeting schedule after the survey information was received.
                    a.   Chad Currier shared that we can reduce the number to meet quorum as Jan and Chad split this meeting, only need one representative from IT.
                    b.   Conversation around the need to add student life, it was determined that they are understaffed currently, and we should revisit this topic in 6 months.
                    c.   Do we need a formal rep from faculty senate (USS)
                        i.They are having issues filling leadership roles due to the number of team members they have lost. Recommended that we explore this later or throw out an invite but not make it mandatory as they are understaffed.
        b.   Records and Information Management Month: (5-10min)
            i.Data storage guidance docs, and personal devices policy
            ii.Trainings
            iii.Marketing/communications
            iv.Others?
                1.   We are in the middle of it, Ryan will continue to share trainings and information. We are leveraging this as a time to communicate our new Policy and to educate the University on what constitutes a record. Multiple trainings all month long. Explaining the why, detail into the mobile device policy.

     a. Chad Currier shared that there remains a lot of confusion regarding if they can use a personal device or not.
- i. They can...
- ii. Discussion around ways to improve communication, but this also falls on our team members to remain plugged in and know of ways to get this communication.
- iii. Joel Anderson had a good point about, if we post it we have done our job, but we can continue to convey information and help people understand it upfront.
- iv. Ryan Leimkuehler discussed the need to make gains into the research community about our records management policy. We are still struggling to get a foothold.
  1. Joel recommended to work with Erin Pennington.
  2. Work with Joel, Ian, and Beth to get an official stance.
  3. RAC (Research Advisory Council??) meeting is held monthly, we could try to tap into that meeting. Carole Lovin is a contact.
- v. Email management is a big issue, we need to point them to the retention database. If it is not in the database, we do NOT have the authority to destroy those records.
  1. We are out of compliance if we destroy records without a retention schedule.
- vi. Ryan Leimkuehler will be updating the website and will be sharing names the individuals that are on this committee.

III. New Business
    a. Feedback/Guidance: Records Management On and Off Boarding (10 min)
    b. Update: Biosecurity Research Institute – Records Management Training and retention schedules (5 min)
    c. Update: Library ERPs and Retention Schedules (5 min)
    d. Additional RM Training needs? (5min)
- i. Meetings will be moving to "in-person" soon, but we will leave Zoom in place in case some team members cannot make the meeting.
- ii. Ryan continues to need us to inform people and point them in his direction so he can make connections with individuals across campus.
- iii. We are working to get RIMC officially on the Provost's page of committees on campus.
- iv. In the survey one need was the ability to help departments determine what they need to do and how they need to store "records". Chad Currier talked about Division of IT building out a Business Analysis group, it is not mature enough or staffed correctly, but review this need as that group matures and grows.
- v. Ryan showed a Records & Information Entrance Checklist for new incoming team members to include in their HCS packet. Would allow us to ensure new team members have the understanding and have taken the appropriate measures as new employees.
  1. Chad Currier liked the checklist and would like to add some of the IT requirements to the list.
  2. David Brown recommended that we digitize this checklist so it can be added to the employee record quickly and without additional staff resources.
     a. Digitize the signature as well leveraging the new Digital Signature policy that was created recently.
  3. Offboarding list is also important, questions about where the responsibility lies. A lot of communication around all the issues we have with offboarding and people making assumptions.

IV. Next steps (>5 mins)

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

VI.Adjourn
  a.   Meeting adjournment at 9:59AM

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
04/13/2021 (Tue), 9-10am, Zoom 05/11/2021 (Tue), 9-10am, Zoom 06/08/2021 (Tue), 9-10am, Zoom	State Records Board (April) Electronic Records Committee (June) State Records Board (July)

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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)
                i.**Julie Bell from KSU Libraries re: Libraries ERPs**
        b.   Minutes from April meeting
                i.**Minutes unanimously approved. Hanna Manning moved, Jan Elsasser
                   seconded.**
    II. Report on assignments from previous meeting (5-10 mins)
        a.   Records and Information Management Month: (5-10min)
                i.**Ryan updated on four trainings offered in RIM Month, roughly 200 employees
                   attended. 45 employees completed a post-training survey, results suggest more
                   communication needed on mobile device policy**
  III.New Business: (45-50 min)
        a.   Alma ERP:
                i.**Discussion of software purpose. Minor update needed to clarify section 3.4.
                   Discussion and clarification of ERP template as it pertains to purpose and plan
                   development, manual data management, scope of data maintained, and intent
                   behind acquisition.**
                ii.**Vote to advance amended ERP to ERC approved. Joel Anderson moves, Kelly
                    Brundage seconded.**
        b.   K-Rex ERP:
                i.**Discussion of software purpose and ERP form clarifications.**
                ii.**Vote to advance amended ERP to ERC approved. Veronica Denison moves, Joel
                    Anderson seconded.**
        c.   StaffNet ERP:
                i.**Tabled for next meeting.**
  IV.Next steps (>5 mins)
        a.   **No next steps discussed.**
  V.Review assignments for next time (>5 mins)
        a.   **No assignments made.**
  VI.Adjourn
        a.   Meeting adjournment at **9:58 am**.

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

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University Records and Information Management Committee meeting
Minutes, 06/08/2021, 9:00 a.m.–10:00 a.m.
Zoom, https://ksu.zoom.us/j/968492639
Present: Brett DePaola, Ryan Leimkuehler, Joel Anderson, Diana McElwain, Julie Bell, Hanna Manning, Aaron Good, Ethan Anderson, Kelley Brundage, David Brown, Greg Dressman, Megan Burton, Cliff Hight, Memory Buffington

I. Welcome and standard business (<5 mins)
    a.   Introductions (if needed)
          i. Brett DePaola – FSCOT Rep
          ii. Diana McElwain – HCS
          iii. Greg Dressman – Proxy vote (Chad)
          iv. Irina Rogova – Guest (Libraries)
          v. Julie Bell – Guest (Libraries)
    b.   Minutes from May meeting
          i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EYLp5uMLmAVEhEEzLZfrdR8BK6vBKpfQepsx3GCZVzrRoA?e=6HicGc
          ii. Kelley moved to approve as submitted and Memory seconded passed unanimously.

II. Report on assignments from previous meeting (5 mins)
    a.   Submitted ERP to ERC and State Records Board; Ryan gave overview of RIMC for new members.

III. New Business: (35-45 min)
    a.   StaffNet ERP:
          i. https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EVTNUljf19ZHjS9e56qim9kBuSW5lGpFG5cm5tWTwqK7kQ?e=KAjXGJ
              1.   2.2.1: add everything is logged in the system
              2.   2.1: add language that access can be granted on a role/responsibility basis.
              3.   Joel moved to approve as amended and Kelley seconded passed unanimously.
    b.   Retention Schedules:
          i. Web Archiving Administrative Records:
          https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EeQFR2Up8_5Dq37srVa73oUBYolcujnmaHv0KQhrurPD4w?e=QY6UQC
              1.   Change to vital records.
              2.   Joel moved to approved as amended and Kelley seconded passed unanimously
          ii. Web Archiving Data: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EefUt3rCkWBEvGazIjOrzqkBQg-gr5mCrlo6qGMo-2Kgrg?e=bKVtVQ
              1.   Add public websites to the description/clarification. Mark items as 'archives' and not 'permanent'. There are no restrictions on these records. ERP is in development by the State of Kansas as the KAIC coordinator. Marked records as 'vital'.
              2.   Joel moved to approve as amended and Hanna seconded passed unanimously.

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

VI. Adjourn
    a.   Meeting adjournment at 10:01am.

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

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University Records and Information Management Committee meeting
Minutes, 07/13/2021, 9:00 a.m.–10:00 a.m.
Zoom, https://ksu.zoom.us/j/968492639
Present: Ryan Leimkuehler, Joel Anderson, Hanna Manning, Veronica Denison, Jason Coleman, Ethan Anderson, Chad Currier, Diana McElwain, Brett DePaola, Sara Thurston, David Brown, Aaron Good, Memory Buffington

I. Welcome and standard business (<5 mins)
    a.   Introductions (if needed)
        i. Jason Coleman (University Libraries)
        ii. Sara Thurston (International Student and Scholar Services)
    b.   Minutes from June meeting
        i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZ7S18lRdt5Ku53S4QvHmWsB2H5ftA8bO3BBf2bSg_CDAQ?e=PVO5A1
            1. Hanna moved to approve minutes as submitted and Brett seconded. Passed unanimously.

II. Report on assignments from previous meeting (5 mins)
    a.   Report on ERC meeting (No report given to focus on retention schedules/ERP)

III. New Business: (35-45 min)
    a.   Retention Schedules:
        i. Library Patron Records – University Libraries:
        https://ksuemailprod.sharepoint.com/:b:/s/RIMC/Eb4d5X_kjxtLiXwAR_9XuOAB_BxRa1CsdWjEMi_haufXuw?e=ngJXdz
            1. Discussion to move Patrons definition to description. Committee decided to leave it in comments and move if SRB requires it.
            2. Joel moved to submit retention schedule as submitted to SRB and Brett seconded. Passed unanimously.
        ii. F1J1 Student Records - International Student and Scholar Services:
        https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EYhlqOmGAJxAq36iroYhdpkB60WSdDQOPHYwj2Hza_BfRQ?e=pASyJa
            1. Hanna moved to submit retention schedule as submitted to SRB and Brett seconded. Passed unanimously.
        iii. H1B Employee Records - International Student and Scholar Services:
        https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EbdOGzAHxVZGsW4NMAck-icBQ1rRCUMYT1rJlYTWW_m6iA?e=jlLkOe
            1. Discussion about need for ERP or not. Since records are not currently in an electronic system, but once system is implemented an ERP will be required.
            2. Memory moved to submit retention schedule as submitted to SRB and Joel seconded. Passed unanimously.
        iv. H1B Public Access File Records - International Student and Scholar Services:
        https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWGgJCKUa_1Os0C0qKMPLT8B_X2kY4Ma93IIxGgspR-OUw?e=OHgdDH
            1. Remove the electronic records checked box records are only in paper format.
            2. Brett moved to submit retention schedule as amended to SRB and Joel seconded. Passed unanimously.
        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
            1. Remove the electronic records checked box records are only in paper format.
            2. Hanna moved to submit as amended to SRB and Brett seconded. Passed unanimously.
    b.   Electronic Recordkeeping Plans:
        i. OneDrive/SharePoint: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ESw-ivqp2olHrSpkmbzFFO4BLxta-vaPiHFdY9z1MRE5Og?e=EtDPY1

1. Briefly discussed ERP. Committee will continue to review in August.
ii.Exchange: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EeiD4X4cYJdGr5X0cJYv3c4BU22lph26YSQb9naPOjMrkw?e=0tqMm7
1. Did not cover Exchange ERP.

IV.Next steps (>5 mins)

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

VI.Adjourn
a. Meeting adjournment at 10:01am.

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

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University Records and Information Management Committee meeting
Minutes, 08/10/2021, 9:00 a.m.–10:00 a.m.
Zoom, https://ksu.zoom.us/j/968492639
Present: Joel Anderson, Ryan Leimkuehler, Brett DePaola, Hanna Manning, Diana McElwain, Ethan Anderson, Memory Buffington, Jason Maseberg Tomlison, Chad Currier, Cliff Hight, Kelley Brundage, Megan Burton

I.Welcome and standard business (<5 mins)
a. Introductions (if needed)
i.Jason Maseberg Tomlison introduced for Student Access Center
b. Minutes from July meeting
i.https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EbEVdgI8GkBPkVbHNm5dZ9YBfEjutqdOre7kI3SyNBkMsg?e=WRKH20
1. Corrected spelling of Hanna's name
2. Brett moved to approve minutes as amended and Joel seconded. Passed unanimously.
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/EWVhTgFc5g5CnWEDKPmpYUQBM41CW2Df8iNNn_GBZEsufg?e=4nHtgA
a. Changed emails to correspondence
b. Removed Student Access Center at the beginning of description
c. Clarified the AIM system as Accessible Information Management
d. Brett moved to submit retention schedule as amended to the SRB and Kelley seconded. Passed unanimously.
b. Electronic Recordkeeping Plans:
i.AIM: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ERc4G-gN-6hBvx45KuChycYB5zQj9jc1S0hTIVHn4TmnxA?e=mKqxwZ
1. 3.5 add more description from vendor on backup procedures
2. 3.4 add more description from vendor on security audit/disaster testing
3. 3.9.1.1 change date to data

4. Kelley moved to submit ERP as amended to ERC and Brett seconded. Passed unanimously.

ii.OneDrive/SharePoint: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EZFdWGLFy9NHuiFU6D4cjg0B0fiQJsICdnI6szpcPEQ1gg?e=8agjmK
1. 3.3.1 open ticket with IT and can roll back 12 months to restore lost data.
2. 3.4 change prim to premis
3. 3.10 change answers around to make more sense and clarify different geographical data centers as backups.
4. Brett move to submit to ERC as amended and Kelley seconded. Passed unanimously.

iii.Exchange: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EfBGRr_IoDxCnUS14evuQn0BejjCaS-X7dphzsfXT4hg-A?e=fdCXMf
1. Push to September meeting.

iv.CatFiles: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWDnN3Jrr5hDpiRPND-5aMUB7vnMphPpbQLIOZrhmhFxAw?e=3cREJA
1. Push to September meeting.

IV.Next steps (>5 mins)

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

VI.Adjourn
a. Meeting adjournment at 9:50am

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

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University Records and Information Management Committee meeting
Minutes, 09/14/2021, 9:00 a.m.–10:00 a.m.
Zoom, https://ksu.zoom.us/j/968492639
Attendees: Kelley Brundage, Scott Finkeldei, Brandon Utech, Ethan Anderson, Ryan Leimkuehler, Brett DePaola, Aaron Good, Veronica Denison, Joel Anderson, Joe Mocnik, Chad Currier, Memory Buffington, David Brown, Cliff Hight, Hanna Manning
I.Welcome and standard business (<5 mins)
a. Introductions (if needed)
i.Scott Finkeldei – Division of Information Technology
ii.Brandon Utech – Division of Information Technology
iii.Joe Mocnik – K-State Libraries
b. Minutes from August meeting
i.https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EeKpZCYK1NNDkI5Je-pECtgBxnfg_Vzz-v6IYnztjhPdkQ?e=8RZdcC
1. Joel moved to approve the minutes as submitted and David seconded. Unanimous approval.
II. Report on assignments from previous meeting (<5 mins)
a. None
III.New Business: (35-45 min)
a. Retention Schedules:
i.None

b. Electronic Recordkeeping Plans:

    i.MediaSite:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ESzHgnfSGUxJnpKjhN3rcK0BsgWJ9tdunRXnRsKL_8UVSQ?e=7b4v9h

      1. 2.2 explained that the system holds primarily video. Revised language to "Previous versions of the records are not kept, but the date and time last modified is maintained for each record."

      2. Brett moved to submit ERP as amended and Joel seconded. Unanimous approval.

    ii.Exchange:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EfBGRr_IoDxCnUS14evuQn0BU3qh21dAM3mUU2M9KCCR5Q?e=dTWyhk

      1. General questions and comments about email records and management.

      2. Committee indicated a desire to explore and discuss in more detail shadow systems and their impact/decision making university wide.

      3. Committee indicated a desire to discuss in more detail onboarding and off boarding documentation and who is responsible at each step in the process.

      4. Committee indicated a desire to discuss in more detail chat logs (Microsoft Teams) and a review of current policy/record keeping is needed.

      5. 2.2.1: Discussion about if audit logs are good enough for any legal hold or eDiscovery. Chad and Aaron discussed the process of selecting and providing access to emails in a legal process. No change needed.

      6. Cliff moved to approve as submitted for the ERC and Kelley seconded. Unanimous approval.

    iii.CatFiles: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWDnN3Jrr5hDpiRPND-5aMUBAc_AkA2fsPLjUscr0-vXSg?e=wwFLfq

      1. Pushed to October meeting.

IV.Next steps (>5 mins)

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

VI.Adjourn

    a. Meeting adjournment at 9:52am

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

University Records and Information Management Committee meeting
Minutes, 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. Attendees: Hanna Manning, Ryan Leimkuehler, Ethan Anderson, Susan Cooper, Joel Anderson, Aaron Good, Cliff Hight, Veronica Denison, Ryan Otto, Helena Egbert, Camilla Roberts, Chad Currier, Memory Buffington, Joe Mocnik

      b. Introductions:

        i.Helena Egbert – K-State Libraries

        ii.Camilla Roberts – Honor and Integrity System

iii.Ryan Otto – FSCOT representative

    c.   Minutes from September meeting:
https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ETyylzHtKNtAo_atP2Ham2MBxB5Rga--gaDrNANlwcYzKg?e=fu0miG

        i.Chad moved to approve as submitted and Joel seconded. Passed unanimously.

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

    a.   Electronic Records Committee:

        i.Veronica gave update on ERC and all below ERPs were submitted to the State Records Board.

           1.   Media Site
           2.   Exchange/Outlook
           3.   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

           1.   Change title to Archival Processing Metric Records
           2.   Edit description to: "records pertaining to measurements of archival processing that include time spent on various tasks (i.e., arrangement and description, data entry, revisions) and qualitative data regarding the collection and the work to make collection available"
           3.   Change accessions to acquisition records in comments
           4.   Joel moved to approve as amended and Memory Seconded. Passed unanimously.

        ii.Special Collections Description Records – K-State Libraries: https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWjTnzjI2DlKjCAgWp3wlfwBhQjktVhVZshQQnICsna6kg?e=1gI8VN

           1.   Edit description to: "Series consists of descriptions of archival holdings, finding aids, metadata of digital objects, and supporting documentation."
           2.   Discussion about the term metadata and definitions. Inquiry about how this may impact other repositories withing the libraries.
           3.   Joel moved to approve as amended and Cliff seconded. Passed unanimously.

        iii.Special Collections Acquisition Records – K-State Libraries:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EdsW0vryDPtHqqRxuLy_x8QBui4586VdGA0aB-EuXFNLvQ?e=Mx7d8e

           1.   Edit description to: "Records documenting related communications with donors, transferring units, or vendors; condition reports; preservation and/or conservation documentation; deeds of gift or transfer forms; donor-generated descriptions; formats list; and any other supporting documentation."
           2.   Joel moved to approve and Hanna seconded. Passed unanimously.

        iv.Honor and Integrity System Case Files – Honor and Integrity System:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EeYXFCH69lZKsbsmOFt_mx8Bpys44JvuP4YV3YRBKf-SFg?e=dkcFdO

           1.   Chage the series description from non-academic records to academic integrity violation reports.
           2.   Add semicolon to the comments section after academic integrity violation records.
           3.   Records may exceed 10+ years change from no to yes for ERP – Maxient.
           4.   Joel moved to approve as amended and Hanna seconded. Passed unanimously.

        v.Possible additions

    b.   Electronic Recordkeeping Plans:

        i.CatFiles:
https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWDnN3Jrr5hDpiRPND-5aMUBAc_AkA2fsPLjUscr0-vXSg

1. Correct misspellings: 1.1 'University' is misspelled. 1.2 'Release' is misspelled. 1.3 'tenate' supposed to be 'tenant'?
2. Memory moved to approve as amended and Veronica seconded. Passed unanimously.

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 9:56am.

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)	