

University Records and Information Management Committee meeting

Minutes, 02/08/2022, 9:00 a.m.–10:00 a.m.

Attendees: Joel Anderson, Chris Buchanan, Brett DePaola, Hanna Manning, Kelley Brundage, Ryan Leimkuehler, David Brown, Ethan Anderson, Robert Large, Ryan Otto, Cliff Hight, Veronica Denison, Dianna McElwain, Memory Buffington

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

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - i. Introduced Chris Buchanan - Internal Audit
- 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: Ryan gave a brief overview of upcoming retention schedules.
 - 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: Ryan gave a brief overview of upcoming or needed ERPs.
 - i. Slate
 - ii. Maxient
 - iii. CUI and PIPL
 - c. Records Request FYI: RIMC discussed the process of open records requests for the University. Process loop in Hannah Manning upon receipt of request and allow open records to resolve the request.
 - d. RIMC Check-In: Ryan lead a yearly check in with committee members. There will be a survey later in the month to select times moving forward into 2022-2023. Walked through storage areas of records and discussed goals for the RIMC in the coming year.
 - 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: Ryan briefly discussed the work that happened in 2019 and the intent to restart the process over the next few months. Ryan will report back more once the group meets later in February.
 - i. https://ksuemailprod.sharepoint.com/:f:/s/RIMC/EqdRTcL_LKFKivGah5VLWNEBaLAPAmVv9M4roer49D9b3g?e=9dD5EO
 - f. FYI - Shred Events Changing: Ryan gave a quick update that the process for shred day events will change moving forward with more expectations, but also more smaller shred days throughout the year.
- IV. Next steps (>5 mins)
- V. Review assignments for next time (>5 mins)
- VI. Adjourn
 - a. Meeting adjournment at 10:00am

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
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

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

Attendees: Hanna Manning, Julie Rivera, Brett DePaola, Diana McElwain, Joel Anderson, Ethan Anderson, Chris Buchanan, Jim Hohenbary, Aaron Good, Ryan Otto, Ryan Leimkuehler, Veronica Denison, Susan Cooper, Cliff Hight, David Brown

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

I. Welcome and standard business (<5 mins)

- a. Introductions (if needed)
 - i. Jim Hohenbary – Honors Program
 - ii. Julie Rivera – Financial Services

II. February Minutes:

- a. [RIMC Minutes2022-02-08.docx](#)
 - i. Brett moved to approve as submitted and Chris seconded. Minutes were approved as submitted.

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/EcTIP33xtDFBmwaT_DM_LEoBtHBhll7ZMh2tObV7D1c-Zg?e=NMNQtI
 2. Increase retention to 3 years requested by Chris
 3. Ryan Otto moved to approve as amended and Veronica seconded motion. It passed unanimously.
 - ii. Honors_Program_Inactive_Applicants
 1. <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EWjHidDeDk9PiUyMIrpQi4MBkPBA2gyhYCKk1RdDBqxQrg?e=ZBzcQk>
 2. Increase retention to 3 years requested by Chris
 3. Brett moved to approve as amended and Hanna seconded the motion. It passed unanimously.
 - iii. Honors_Program_NonEnrolled_Applicants
 1. https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ER3I5ERfz_RAIuuINfCj37gBggyYedYhWzPVNctNlujpAw?e=4SyA8U
 2. Diana moved to approve as submitted and Brett seconded the motion. It passed unanimously.
- b. Retention Schedules Upcoming: Ryan gave brief update on all upcoming retention schedules and PA program would likely move forward in April.
 - i. PA Program
 - ii. Library Environment Control Readings
 - iii. Honor and Integrity Systems
 - iv. Faculty Senate Records
- c. Electronic Recordkeeping Plans Needed: Ryan gave brief update on pending ERPs for systems and likely other systems would be included later in the year.
 - i. Slate
 - ii. Maxient
 - iii. CUI and PIPL
 - iv. Contract Lifecycle Management System
- d. RIMC Meetings for the next year: Ryan reminded committee to vote for the upcoming year monthly meetings.
 - i. If you have not completed the survey yet:
https://kstate.qualtrics.com/jfe/form/SV_0AjqeUnuYOSKfhs
- e. Grievance Files – Restart – Ryan gave an overview of the work and meeting on Grievance Files and the need for a retention schedule to destroy existing files that should have been destroyed.
 - i. Grievance Group Meeting Notes:
 1. Meeting Notes: <https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EcjsIQW-8hIqNhCL2Ww6LwBwXZgGHfwl4nnPP1VWsyHIQ?e=fAW1DI>

2. Peer Grievance Retention Schedules:

https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZot7WjVHG9Cur5QBMm1PY8BFBMfpNG5Kg4jWSmEsHq4_A?e=gQ6jQ9

f. FYI – April Records Management Month – Ryan gave an update and plans for RIM month in April. He asked for support in spreading awareness on trainings and topic articles.

i. Marketing/Training Campaign: last year was a success

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

V. Next steps (>5 mins)

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

VII. Adjourn

a. Meeting adjournment at 9:37am

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
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

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

Attendees: Brett DePaola, Ryan Leimkuehler, Ryan Otto, Aaron Good, Sujatha Prakash, Ethan Anderson, Hanna Manning, Chris Buchanan, Cliff Hight, Veronica Denison, Brittany McLaughlin, Joel Anderson, David Brown

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

I. Welcome and standard business (<5 mins)

a. Introductions (if needed)

i. Brittany McLaughlin – Financial Services

ii. Sujatha Prakash – PA Program

II. March Minutes: <https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EUvqK4wR8JpDgEwnRc-ekDwBciKIADkCeAl8KAIUtlKdg?e=cjT8c>

a. Cliff moved to accept the minutes as submitted and David seconded the motion. Passed Unanimously.

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/EYdfE2GhzzNKoLQIK8pYUEAbnXKGNtejOyk023OXYKjXg?e=zjvT2J>

1. Change to calendar year in the retention box

ii. PA Dismissal Records:

<https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EVJyhpXsFZdNilke3OxekrkBDfPglL3Gi2KOFsGTVIW2MQ?e=Z7DyNd>

1. Discussed the difference between Registrar retained dismissal records and the PA Program.

2. Add comment paper becomes official record at conclusion of cohort term.

iii. PA Promotion, Progression, and Professionalism Records:

https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ESNP_MTM9hZnHcNG4ChijbgBGrBxaBerXEsdYwEw0mmdsQ?e=ipTrCO

1. Change from Archives to Permanent

2. Correct 'Exxat' to Exxat

3. Add KSA 45-221 (a)(9) to restrictions

iv. PA Remediation Records:

https://ksuemailprod.sharepoint.com/:b:/s/RIMC/Ed69qNoEBRIHoNuH4XsZgvcBORpGDX_2LJpkkyGGYbfYQ?e=1sRTE8

1. Add KSA 45-221 (a)(9)

2. Discussed the process of remediation: remediation happens immediately in the program when a student does not perform well on one of their 4 evaluations every week.

v.PA Results of Selection Interviews:

https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EUXZkQt7qINijz0JI_RjnMBG6pbOJhu4pSAtrdVSzSTBg?e=mFbaZg

1. Discussed that these are only retained for the candidates selected for the program. We do not retain any of the other applicant materials not selected.
2. Add "Admitted Applicants" to the definition
3. Retained through the entirety of the cohort term, even if someone drops out of the program.

vi.PA SCPE Assignments Revised:

<https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EXRZeut3V-hAoOlbQpWSlqQB3wpWnzeTHjcBuGvwQ?e=1tATzM>

1. No changes required

vii.PA Student Health Records:

<https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EQlv4gyT8kxlpD8QeeqwND4BkNzh -NNTmlSaRbc9PKZ1g?e=yazEVA>

1. Questions about if the Health Records retention conflict with PPM 3055. As these are only managed by the PA program others outside of the program are managed by Lafene Health Center in accordance with policy. No change required.
2. Change to PA Program office of record
3. Add KSA 45-221 (a)(3) to restrictions

viii.PA Student Performance in Program Records:

https://ksuemailprod.sharepoint.com/:b:/s/RIMC/Eckl9uPwpeNng4436dar8IUBX9UCJTWSJW9_9NpE3sOxvA?e=W3uycV

1. No change required

ix.Cliff moved to approve as amended and Brett seconded. The motion passed unanimously.

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 9:57am.

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

University Records and Information Management Committee meeting

Minutes, 06/14/2022, 9:00 a.m.–10:00 a.m.

Attendees: Ethan Anderson, Diana McElwain, Ryan Otto, Chris Buchanan, Ryan Leimkuehler, Hanna Manning, Aaron Good, Julie Rivera, Hui-Ming Borgman, Veronia Denison, Joel Anderson, Cliff Hight, Chad Currier
Zoom, <https://ksu.zoom.us/j/968492639>

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - i. Hui-Ming Borgman – Representative for the SLATE system
- II. April Minutes: [RIMC Minutes2022-04-12.docx](#)
 - a. Ryan moved to approve as submitted and Diana seconded – approved unanimously
- III. Report on assignments from previous meeting (<5 mins)
- IV. New Business: (30-45 min)
 - a. ERP: SLATE - [SLATE ERP.pdf](#)
 - i. Discussion about the role of the system: enrollment management
 - ii. Discussed plans if SLATE was decommissioned: will migrate data into new system selected
 - iii. Joel moved to approve as submitted and Diana seconded – approved unanimously
 - b. New Retention Schedule: Library Environment Control Readings - [Library Environmental Readings Records.pdf](#)
 - i. No questions asked
 - ii. Chad moved to approve as submitted and Hanna seconded – approved unanimously
 - c. First Discussion: Email Use and Management on Campus
 - i. Ryan lead discussion on Email use and management on campus
 - ii. Focus on communication/training
 - iii. Archiving email is difficult and complex, but needs to happen at some level: Discussed Capstone approach to archiving/managing email
- 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 9:54am

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



University Records and Information Management Committee meeting

Minutes, 08/09/2022, 9:00 a.m.–10:00 a.m.

Attendees: Hanna Manning, Ryan Leimkuehler, Chris Buchanan, Ethan Anderson, Kelley Brundage, Heath Ritter, Dianna McElwain, Cliff Hight, Robert Large, Megan Burton, Abby Lear, Joel Anderson, Ryan Otto, Memory Buffington

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

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
 - i. Heath Ritter introduced from University Research Compliance Office
- II. June Minutes: [RIMC_Minutes2022-06-14.docx](#)
 - a. Kelley moved to approve as submitted and Hanna seconded; passed unanimously
- III. Report on assignments from previous meeting (<5 mins)
 - a. SLATE ERP approved by SRB
 - b. Library Environmental Controls approved by SRB
- IV. New Business: (30-45 min)
 - a. New URCO – Retention Schedules
 - i. [IACUC Semiannual Inspection Records.pdf](#)
 1. Discussed combining with other inspection records. New series Lab Inspection Records.
 - ii. [IBC Lab Inspection Records.pdf](#)
 1. Discussed combining with other inspection records. New series Lab Inspection Records.
 - iii. [IACUC IBC IRB Application Records.pdf](#)
 1. Updated calendar years in retention, add restrictions. Moved by Ryan O. to approve as amended and seconded by Abby; passed unanimously
 - iv. [Occupational Health Form Records.pdf](#)
 1. Updated form to include ERP for W:Drive as records may exceed 10 years, updated retention clarification: 3 calendar years after employee leaves position, add restrictions. Moved by Dianna to approve as amended and seconded by Cliff; passed unanimously
 - v. [Meeting Minutes IACUC IBC IRB Records.pdf](#)
 1. Discussed why this would not be archival. Very procedural minutes that would not contain information valuable for long term research or history. Tabled until September to update/clarify description.
 - vi. [PHS FCOI Form Records.pdf](#)
 1. Did not discuss
 - vii. [USDA Inspection Result Records.pdf](#)
 1. Discussed combining with other inspection records. New series Lab Inspection Records.
 - viii. [IACUC IBC IRB Annual Report Records.pdf](#)
 1. Discussed why this would not be archival. Very procedural minutes that would not contain information valuable for long term research or history. Tabled until September to update/clarify description.
 - ix. [Export Controls Form Records.pdf](#)
 1. Did not discuss
- 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 10:01 am

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
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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

Minutes, 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)
 - b. Introduction for Charlotte Self – Employee Relations - HCS
 - c. Introduction for Cathy Oehm – Division of Financial Services
- 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](#)
 - ii. Some contracts may continue to be physical due to business functions of offices, but this system will hold the majority of contracts for KSU.
 - iii. VPAF = Vice President for Administration and Finance
 - iv. Kelley moved to approve as amended and Chad seconded motion passed unanimously.
 - b. New HCS – Employee Relations and Engagement – Retention Schedules
 - i. [Appeal_Hearing_Packet_Records_Retention.pdf](#)
 1. Deselect paper box on form
 2. Add “and associated records” to the end of the description
 3. Chad moved to approve as amended and Memory seconded motion passed unanimously.
 - ii. [KAPE_and_FOP_Negotiation_Retention_Records.pdf](#)
 1. Spell out KAPE and FOP = Kansas Association of Public Employees and Fraternal Order of Police
 2. Change title to Labor Union Negotiation Records
 3. Kelley move to approve as amended and Cliff seconded passed unanimously.
 - c. New URCO – Retention Schedules
 - i. [Lab_Inspection_Records.pdf](#)
 1. Cliff moved to approve as submitted and Kelley seconded passed unanimously.
 - ii. [Meeting_Minutes_IACUC_IBC_IRB_Records.pdf](#)
 1. Change title to Minutes of research Compliance Committee Meetings
 2. Restated that these are not minutes that would be archival in any way and does not hold relevant or useful information to researchers.
 3. Share example of these minutes with the SRB
 4. Kelley moved to approve as amended and Hanna seconded motion passed unanimously.
 - iii. [IACUC_IBC_IRB_Annual_Report_Records.pdf](#)
 1. Change title to Annual Reports of Research Compliance Committees
 2. Restated these are not annual reports that would be archival in any way and does not hold relevant or useful information to researchers.
 3. Share example of these minutes with the SRB

4. Kelley moved to approve as amended and Cliff seconded motion passed unanimously.

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

1. Cliff moved to approve as submitted and Memory seconded the motion passed unanimously.

v. [PHS FCOI Form Records.pdf](#)

1. Clarified that these FCOI are separate from the other retention schedule for FCOI records these are specific to the PHS.

2. Joel moved to approve as amended and seconded by Kelley motion passed unanimously.

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 10:02am

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
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)	