

**University Records and Information Management  
Committee meeting**

Agenda, 01/25/2017, 11:00 a.m.–12:00 p.m.

Dean's Conference Room, 503 Hale Library

Remote attendees: <https://ksu.zoom.us/j/677472523>

**FUTURE MEETINGS:**

02/22 (Wed), 11:00am–12:00pm, 503 Hale

03/29 (Wed), 11:00am–12:00pm, 503 Hale

04/26 (Wed), 11:00am–12:00pm, 503 Hale

05/24 (Wed), 11:00am–12:00pm, 503 Hale

06/28 (Wed), 11:00am–12:00pm, 503 Hale

07/19 (Wed), 11:00am–12:00pm, 503 Hale

- I. Welcome and standard business (5 mins)
  - a. Volunteer to take notes for meeting
  - b. Update on attendees
  - c. Minutes from December 1 meeting
  
- II. Report on assignments from previous meeting (15+ mins)
  - a. Electronic recordkeeping plan (ERP) for ImageNow
  - b. Retention schedule updates – Office of the Registrar, HCS
  - c. Draft of policy and draft of committee charter
  
- III. Next steps (15+ mins)
  - a. For retention schedule revisions
  - b. For ERPs
  
- IV. Review assignments for next time (5 mins)
  
- V. Adjourn

**University Records and Information Management  
Committee meeting**

Agenda, 02/22/2017, 11:00 a.m.-12:00 p.m.

Dean's Conference Room, 503 Hale Library

Remote attendees: <https://ksu.zoom.us/j/846401769>

**FUTURE MEETINGS:**

03/29 (Wed), 11:00am-12:00pm, 503 Hale

04/26 (Wed), 10:45am-11:45pm, 503 Hale

05/24 (Wed), 11:00am-12:00pm, 503 Hale

06/28 (Wed), 11:00am-12:00pm, 503 Hale

07/19 (Wed), 11:00am-12:00pm, 503 Hale

08/16 (Wed), 11:00am-12:00pm, 503 Hale

- I. Welcome and standard business (5 mins)
  - a. Volunteer to take notes for meeting
  - b. Minutes from January 25 meeting
  
- II. Report on assignments from previous meeting (15+ mins)
  - a. Policy and charter update
  - b. Online space for announcements and documentation update
  - c. Discussions about personnel records and grade records
  
- III. Next steps (15+ mins)
  - a. For policy communication and training
  - b. Retention schedule updates
  - c. ERP updates
  
- IV. Review assignments for next time (5 mins)
  
- V. Adjourn

**University Records and Information Management  
Committee meeting**

Agenda, 03/29/2017, 11:00 a.m.–12:00 p.m.

Dean's Conference Room, 503 Hale Library

Remote attendees: <https://ksu.zoom.us/j/626907917>

**FUTURE MEETINGS:**

04/26 (Wed), 10:45am–11:45pm, 503 Hale

05/24 (Wed), 11:00am–12:00pm, 503 Hale

06/28 (Wed), 11:00am–12:00pm, 503 Hale

07/19 (Wed), 11:00am–12:00pm, 503 Hale

08/23 (Wed), 11:00am–12:00pm, 503 Hale

09/27 (Wed), 11:00am–12:00pm, 503 Hale

- I. Welcome and standard business (5 mins)
  - a. Volunteer to take notes for meeting
  - b. Minutes from February 22 meeting
  
- II. Report on assignments from previous meeting (15+ mins)
  - a. Retention schedule assignments and reviews
  - b. ERP draft and possible review
  - c. Proposal on communication and training
  
- III. Next steps (15+ mins)
  - a. For online presence
  - b. Retention schedule updates
  - c. ERP updates
  
- IV. Review assignments for next time (5 mins)
  
- V. Adjourn

**University Records and Information Management  
Committee meeting**

Agenda, 04/26/2017, 11:00 a.m.-12:00 p.m.

Dean's Conference Room, 503 Hale Library

Remote attendees: <https://ksu.zoom.us/j/290699348>

- I. Welcome and standard business (5 mins)
  - a. Volunteer to take notes for meeting
  - b. Minutes from March 29 meeting
  
- II. Report on assignments from previous meeting (15 mins)
  - a. Results of State Records Board meeting
  - b. Updates on draft proposals
  
- III. Next steps (15+ mins)
  - a. Retention schedule updates
  - b. ERP updates
  - c. Strategize about upcoming proposals
  
- IV. Review assignments for next time (5 mins)
  
- V. Adjourn

**FUTURE MEETINGS:**

05/24 (Wed), 11:00am-12:00pm, 503 Hale

06/28 (Wed), 11:00am-12:00pm, 114 Hale

07/19 (Wed), 11:00am-12:00pm, 503 Hale

08/23 (Wed), 11:00am-12:00pm, 114 Hale

09/27 (Wed), 11:00am-12:00pm, 114 Hale

10/25 (Wed), 11:00am-12:00pm, 114 Hale

**University Records and Information Management  
Committee meeting**

Agenda, 06/28/2017, 11:00 a.m.–12:00 p.m.

Dean's Conference Room, 114 Hale Library

Remote attendees: <https://ksu.zoom.us/j/147599367>

**FUTURE MEETINGS:**

07/19 (Wed), 11:00am–12:00pm, 503 Hale

08/23 (Wed), 11:00am–12:00pm, 114 Hale

09/27 (Wed), 11:00am–12:00pm, 114 Hale

10/25 (Wed), 11:00am–12:00pm, 114 Hale

11/29 (Wed), 11:00am–12:00pm, 503 Hale

12/13 (Wed), 11:00am–12:00pm, 114 Hale

- I. Welcome and standard business (5 mins)
  - a. Volunteer to take notes for meeting
  - b. Minutes from April 26 meeting
  - c. University Records Manager search
  
- II. Report on assignments from previous meeting (20 mins)
  - a. Updates on draft proposals
    - i. Communications and training
    - ii. Creating and updating retention schedules
    - iii. Handling tenure/promotion documentation
  - b. Updates on drafted retention schedule entries
  
- III. Next steps (20 mins)
  - a. Retention schedule entries
  - b. ERP updates
  - c. Campus digital asset management discussions
  
- IV. Review assignments for next time (5 mins)
  
- V. Adjourn

**University Records and Information Management  
Committee meeting**

Agenda, 08/23/2017, 11:00 a.m.-12:00 p.m.

Dean's Conference Room, 114 Hale Library

Remote attendees: <https://ksu.zoom.us/j/537280973>

**FUTURE MEETINGS:**

09/27 (Wed), 11:00am-12:00pm, 114 Hale

10/25 (Wed), 11:00am-12:00pm, 114 Hale

11/29 (Wed), 11:00am-12:00pm, 503 Hale

12/13 (Wed), 11:00am-12:00pm, 114 Hale

- I. Welcome and standard business (5 mins)
  - a. University Records Manager welcome
  - b. Volunteer to take notes for meeting
  - c. Minutes from June 28 meeting
  
- II. Report on assignments from previous meeting (20 mins)
  - a. Updates on draft proposals
    - i. Communications and training
    - ii. Managing evaluations
    - iii. Handling tenure/promotion documentation
  - b. Updates on drafted retention schedule entries
  
- III. Next steps (20 mins)
  - a. Retention schedule entries
  - b. ERP updates
  - c. Research data discussions
  
- IV. Review assignments for next time (5 mins)
  
- V. Adjourn

**University Records and Information Management  
Committee meeting**

Agenda, 09/27/2017, 11:00 a.m.–12:00 p.m.

Dean's Conference Room, 114 Hale Library

Remote attendees: <https://ksu.zoom.us/j/649847856>

**FUTURE MEETINGS:**

10/25 (Wed), 11:00am–12:00pm, 114 Hale

11/29 (Wed), 11:00am–12:00pm, 503 Hale

12/13 (Wed), 11:00am–12:00pm, 114 Hale

- I. Welcome and standard business (5 mins)
  - a. Volunteer to take notes for meeting
  - b. Minutes from June 28 and August 23 meetings
  
- II. Report on assignments from previous meeting (5 mins)
  - a. Updates on drafted retention schedule entries
  
- III. Next steps (40 mins)
  - a. Draft proposals
    - i. Communications and training
    - ii. Managing evaluations
    - iii. Handling tenure/promotion documentation
  - b. Retention schedule entries – potential housekeeping changes
  - c. ERP updates
  - d. Research data discussions
  - e. PPM update – change in records officer
  - f. Meetings in 2018
  
- IV. Review assignments for next time (5 mins)
  
- V. Adjourn

## University Records and Information Management Committee meeting

Agenda, 10/25/2017, 11:00 a.m.–12:00 p.m.

Dean's Conference Room, 114 Hale Library

Remote attendees: <https://ksu.zoom.us/j/176417168>

### **FUTURE MEETINGS:**

11/29 (Wed), 11:00am–12:00pm, 503 Hale

12/13 (Wed), 11:00am–12:00pm, 114 Hale

01/24 (Wed), 11:00am–12:00pm, 114 Hale

02/28 (Wed), 11:00am–12:00pm, 114 Hale

03/28 (Wed), 11:00am–12:00pm, 114 Hale

04/25 (Wed), 11:00am–12:00pm, 114 Hale

- I. Welcome and standard business (5 mins)
  - a. Ryan will take notes for meetings moving forward
  - b. Minutes from September 27 meeting
  
- II. Report on assignments from previous meeting (10 mins)
  - a. Updates on drafted retention schedule entries
  - b. Ryan will set meeting for developing training
  - c. Ryan will send PPM edits to web people
  - d. Cliff will follow up with Lynn Carlin about the provost's office sharing office of record duties with academic units for course content records and coursework records
  - e. Cliff will follow up on the evaluations memo from June
  - f. Cliff will set 2018 meetings
  
- III. Next steps (30 mins)
  - a. Draft proposals
    - i. Communications and training
    - ii. Managing evaluations
    - iii. Handling tenure/promotion documentation
  - b. Retention schedule entries
  - c. ERP updates
  - d. Research data discussions
  
- IV. Review assignments for next time (5 mins)
  
- V. Adjourn



**University Records and Information Management  
Committee meeting**

Agenda, 11/29/2017, 11:00 a.m.–12:00 p.m.

Dean's Conference Room, 503 Hale Library

Remote attendees: <https://ksu.zoom.us/j/262254426>

**FUTURE MEETINGS:**

12/13 (Wed), 11:00am–12:00pm, 114 Hale

01/24 (Wed), 11:00am–12:00pm, 114 Hale

02/28 (Wed), 11:00am–12:00pm, 114 Hale

03/28 (Wed), 11:00am–12:00pm, 114 Hale

04/25 (Wed), 11:00am–12:00pm, 114 Hale

05/23 (Wed), 11:00am–12:00pm, 114 Hale

- I. Welcome and standard business (5 mins)
  - a. Minutes from October 25 meeting
  
- II. Report on assignments from previous meeting (10 mins)
  - a. Updates on drafted retention schedule entries
  - b. Ryan will contact KU about research data management practices
  
- III. Next steps (30 mins)
  - a. Draft proposals
    - i. Communications and training
    - ii. Managing evaluations
  - b. Retention schedule entries
  - c. ERP updates
  - d. Research data discussions
  
- IV. Review assignments for next time (5 mins)
  
- V. Adjourn