University Records and Information Management Committee meeting

Agenda, 03/30/2016, 11:00 a.m.–12:00 p.m.
Dean's Conference Room, 503 Hale Library
Call-in number: 785-532-5974 (email Cliff if it doesn't work: chight@ksu.edu)

I.   Welcome and review of committee's charge and structure—Dean Lori Goetsch (15 mins)

    a.   Charge: To develop, review, revise, endorse and interpret university records and information management and technology policies and procedures for the university community and ensure that those policies are appropriately disseminated to the campus community. All policies related to records and information management and technology should be approved by this committee. In addition, the committee will:

- Keep retention policies and schedules updated
- Provide guidance on matters related to records and information management and information technology
- Ensure best practices are known and followed
- Respond to records questions and issues
- Identify and implement training opportunities
- Develop implementation and enforcement strategies
- Address changes in technology and recordkeeping priorities

    b.   Committee reports to Dean of Libraries in behalf of Provost and Senior Vice-President, and chair is University Archivist.

    c.   Committee includes representatives from Division of Financial Services (Jim Bach), Faculty Senate Committee on Technology (Lisa Crawford-Craft), Freedom of Information Office (Steve Logback), Human Capital Services (Kathy Kugle), Information Security and Compliance (Joe Lear), Information Technology Systems (Loren Wilson), Office of the Registrar (Monty Nielsen), University Archives (Cliff Hight), and Vice-President for Research Office (Joel Anderson); the Office of General Counsel will be legal advisor to the committee and occasional attendee

II.   Introductions—Cliff Hight (~10 mins)

III.   Establish ground rules, communication methods, etc.—Cliff Hight (~5 mins)

    a.   Ground rules

    b.   Communication method(s)

    c.   Meeting logistics

IV. Some initial goals for the committee — Cliff Hight (10 mins)

    a. Update records retention policy and schedule in 2016, current policy is Attachment 1

    b. Begin developing policies and procedures for updating and approving schedule changes

V. First review of recommended change to retention schedule — Cliff Hight (10–15 mins)

    a. Division of Financial Services — Jim Bach

    b. Review of proposed changes — see Attachment 1 and Attachment 2 for edits

VI. Review assignments for next time (5 mins)

VII. Next meeting time

University Records and Information Management Committee meeting

Agenda, 04/27/2016, 11:00 a.m.–12:00 p.m.
Dean's Conference Room, 503 Hale Library
Call-in number: 785-532-5974

I.   Welcome and standard business (5 mins)

    a.   Volunteer to take notes for meeting

    b.   Minutes from March meeting

II.   Report on assignments from previous meeting (~10 mins)

    a.   Questions about pilot project report or task force reports

    b.   Review of Cliff's conversation with state archives staff

III.   Discussion of policies and schedules for State of Kansas and other institutions (30 mins)

    a.   State of Kansas policies and schedules

    b.   Peer institutions' policies and schedules

IV.   Next steps (10 mins)

    a.   For May meeting

    b.   For later than May

V.   Review assignments for next time (5 mins)

VI.   Adjourn

University Records and Information Management Committee meeting

Agenda, 05/25/2016, 11:00 a.m.–12:00 p.m.
Dean's Conference Room, 503 Hale Library
Call-in number: 785-532-5974 (if necessary)

I. Welcome and standard business (5 mins)

    a. Volunteer to take notes for meeting

    b. Minutes from April meeting

II. Report on assignments from previous meeting (~10 mins)

    a. Review of PPM for policies relevant to your area of responsibility and create list of intersections with records retention policy and schedule

    b. Cliff to draft outline of revised retention policy for expansion during this meeting

    c. Cliff to begin working with KHS to identify schedules to update

III. Presentation from state archives personnel (30 mins)

    a. Revising policy

    b. Tips on revising schedule entries

IV. Next steps (10 mins)

    a. For June meeting

    b. For later than June

V. Review assignments for next time (5 mins)

VI. Adjourn

University Records and Information Management Committee meeting

Agenda, 06/21/2016, 2:00 p.m.–3:00 p.m.
Dean's Conference Room, 503 Hale Library
Call-in number: 785-532-5974 (if necessary)

I. Welcome and standard business (5 mins)

    a. Volunteer to take notes for meeting

    b. Minutes from May meeting

II. Report on assignments from previous meeting (~10 mins)

    a. Cliff to draft introductory paragraphs for revised retention policy

    b. Steve will draft a paragraph addressing access to records (both in offices and in archives) for revised retention policy

    c. All will send Cliff relevant statutes that should influence and be referenced in the revised policy

III. Review of first paragraphs of draft policy (30 mins)

    a. First paragraphs—purpose/introduction, definition(s), objectives, statutes

    b. Other paragraphs—roles and responsibilities, access to records (Steve), etc.

IV. Next steps (10 mins)

    a. For July meeting

    b. For later than July

    c. Meetings after September

V. Review assignments for next time (5 mins)

VI. Adjourn

University Records and Information Management Committee meeting

Agenda, 07/27/2016, 11:00 a.m.–12:00 p.m.
Dean's Conference Room, 503 Hale Library
Call-in number: 785-532-5974 (if necessary)

I.   Welcome and standard business (5 mins)

   a.   Volunteer to take notes for meeting

   b.   Minutes from June meeting

II.   Report on assignments from previous meeting (<10 mins)

   a.   All send Cliff by 7/11 relevant statutes that should influence and be referenced in revised policy

   b.   Cliff work with subcommittee to develop smooth draft of policy

   c.   Cliff contact state archives to find out if State Records Board has to approve policy or only schedules

   d.   Cliff schedule meeting through end of 2016

III.   Review of draft policy (30 mins)

   a.   Overall review

   b.   Feedback from subcommittee

   c.   Feedback from committee

IV.   Next steps (10 mins)

   a.   For August meeting

   b.   For first September meeting

   c.   For second September meeting

   d.   For October meeting

   e.   For December meeting

V.   Review assignments for next time (5 mins)

VI.   Adjourn

University Records and Information Management Committee meeting

Agenda, 08/24/2016, 11:00 a.m.–12:00 p.m.
Dean's Conference Room, 503 Hale Library
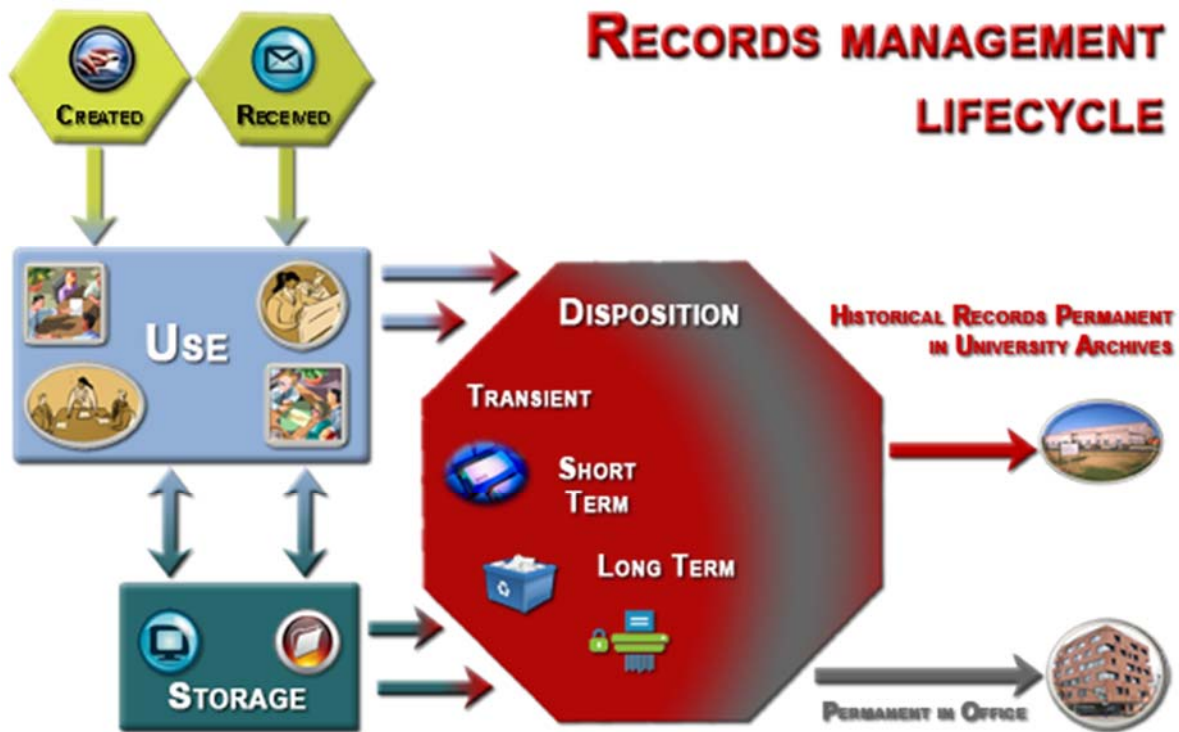Call-in number: 785-532-5974 (if necessary)

I. Welcome and standard business (5 mins)

    a. Volunteer to take notes for meeting

    b. Minutes from July meeting

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

    a. All send Cliff relevant statutes that should influence and be referenced in revised policy

    b. Cliff will send committee updated draft of policy

    c. Members needing records schedule updates should begin reviewing entries and working with Cliff to make recommendations for State Records Board

III. Updates to the Kansas Open Records Act (<10 mins)

    a. Info shared at Deans' Council from Office of General Counsel

    b. Attorney general's site: http://ag.ks.gov/open-government/kora-faq

    c. Effect on PPM 3060 and 3090

IV. Review of draft policy (20 mins)

    a. Comments/revisions?

    b. Possible images of records lifecycle (see next page)

V. Next steps (10 mins)

    a. For 2016 meetings

    b. Schedule for 2017 meetings?

VI. Review assignments for next time (5 mins)

VII. Adjourn

2 possible visual representations of records lifecycle linked from policy:

1) Ohio State University: https://library.osu.edu/projects-initiatives/osu-records-management/records-management-overview/records-lifecyle/

2) ARMA document: http://content.arma.org/IMM/September-October2011/rimfundamentalsrecordslifecycle.aspx

University Records and Information Management Committee meeting

Agenda, 09/08/2016, 3:00 p.m.–4:00 p.m.
Dean's Conference Room, 503 Hale Library
Call-in number: 785-532-5974 (if necessary)

I.   Welcome and standard business (5 mins)

   a.   Volunteer to take notes for meeting

   b.   Minutes from August meeting

II.   Report on assignments from previous meeting (10 mins)

   a.   All should send records-related statutes, regulations, and policies to Cliff unless they have already sent them.

   b.   All who wish to have revised retention schedules discussed at the State Records Board meeting in October should start working with me before our 9/8 meeting so we can have our portion ready by our 9/28 meeting. Some very likely candidates are Financial Services, Human Capital Services, and Office of the Registrar.

   c.   Cliff will contact Lisa Crawford-Craft about the current draft of the policy portion of the document (through section .070) and get feedback before the 9/8 meeting about how to proceed with Faculty Senate.

   d.   Cliff will contact the Office of General Counsel about the current draft of the policy portion of the document (through section .070) and get feedback before the 9/8 meeting about preparing to update the PPM chapter.

III. Review of draft policy from .080 to end (20 mins)

   a.   Comments/revisions?

   b.   Update on possible images and RIM information

IV.   Next steps (15 mins)

   a.   For policy

   b.   For retention schedule revisions

V.   Review assignments for next time (7 mins)

VI.   Adjourn

University Records and Information Management Committee meeting

Agenda, 09/28/2016, 11:00 a.m.–12:00 p.m.
Dean's Conference Room, 503 Hale Library
Call-in number: 785-532-5974 (if necessary)

I.   Welcome and standard business (5 mins)

    a.   Volunteer to take notes for meeting

    b.   Minutes from September 8 meeting

II.   Report on assignments from previous meeting (7 mins)

    a.   Meetings for 2017 are set, usually 4th Wednesday of each month (Mar, Jul, Nov, Dec exceptions)

    b.   The first round of Financial Services and Human Capital Services retention schedule revisions should be ready for review at this meeting.

    c.   The retention schedule revisions from the Office of the Registrar will occur later this year to prepare for the January State Records Board meeting.

    d.   The final touches on the PPM 3090 draft were to be made shortly after last meeting (9/8) for review by the Office of General Counsel.

III.   Review of PPM 3090 proposal (10 mins)

    a.   Comments from General Counsel

IV.   Review of proposed revisions to retention schedule (20 mins)

    a.   Financial Services

    b.   Human Capital Services

V.   Next steps (10 mins)

    a.   For policy—FSCOT, Faculty Senate, etc.

    b.   For retention schedule revisions—any volunteers?

VI.   Review assignments for next time (5 mins)

VII.   Adjourn

University Records and Information Management Committee meeting

Agenda, 10/27/2016, 1:30 p.m.–2:30 p.m.
Dean's Conference Room, 503 Hale Library
Call-in number: 785-532-5974 (if necessary)

I.   Welcome and standard business (5 mins)

    a.   Volunteer to take notes for meeting

    b.   Minutes from September 28 meeting

II.   Report on assignments from previous meeting (10 mins)

    a.   Applicability of KOMA

    b.   Retention schedule updates

    c.   Update on employee personnel files schedule entry

    d.   FSCOT and Executive Committee review of draft retention policy

III.   KOMA discussion (<20 mins)

    a.   Notice of meetings

    b.   Agendas

    c.   Minutes/notes

    d.   Voting formalities

IV.   Next steps (10 mins)

    a.   For policy—Faculty Senate, recommend to Provost?

    b.   For retention schedule revisions—HCS, Office of Registrar

V.   Review assignments for next time (5 mins)

VI.   Adjourn

University Records and Information Management Committee meeting

Agenda, 12/01/2016, 1:30 p.m.–2:30 p.m.
Dean's Conference Room, 503 Hale Library
Call-in number: 785-532-5974 (if necessary)

I.   Welcome and standard business (5 mins)

   a.   Volunteer to take notes for meeting

   b.   Minutes from October 27 meeting

II.   Report on assignments from previous meeting (10 mins)

   a.   Cliff and Loren will draft an electronic recordkeeping plan (ERP) for ImageNow to be reviewed by the state Electronic Recordkeeping Committee

   b.   Retention schedule updates—Office of the Registrar, HCS

   c.   Faculty Senate review of draft retention policy

   d.   Cliff and Steve will plan KOMA compliance for committee information

   e.   Cliff will draft short charter for committee and include information about voting protocols

III.   Review of ERP and retention schedule revisions (20+ mins)

   a.   ERP review

   b.   Retention schedule revisions—Office of the Registrar

   c.   Other retention schedule revisions

IV.   Next steps (10 mins)

   a.   For policy—recommend to Provost through Dean Goetsch

   b.   For retention schedule revisions

   c.   For ERPs

V.   Review assignments for next time (5 mins)

VI.   Adjourn