

**University Records and Information Management
Committee meeting**

Agenda, 01/24/2018, 11:00 a.m.–12:00 p.m.

114 Hale Library, <https://ksu.zoom.us/j/722427196>

- I. Welcome and standard business (5 mins)
 - a. Minutes from November 29 meeting

- II. Report on assignments from previous meeting (5 mins)
 - a. Update on State Records Board meeting

- III. Next steps (40 mins)
 - a. Proposals
 - i. Managing evaluations
 - ii. Tenure and promotion documentation
 - b. Communications and training (website review, publicity strategy)
 - c. Retention schedule entries
 - d. ERP updates
 - e. Research data discussions
 - f. Other topics (EU GDPR)

- IV. Review assignments for next time (5 mins)

- V. Adjourn

FUTURE MEETINGS:

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
06/27 (Wed), 11:00am–12:00pm, 114 Hale
07/25 (Wed), 11:00am–12:00pm, 114 Hale

**University Records and Information Management
Committee meeting**

Agenda, 02/28/2018, 11:00 a.m.–12:00 p.m.

114 Hale Library, <https://ksu.zoom.us/j/666618484>

- VI. Welcome and standard business (5 mins)
 - a. Introductions
 - b. Minutes from January 24 meeting

FUTURE MEETINGS:

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
06/27 (Wed), 11:00am–12:00pm, 114 Hale
07/25 (Wed), 11:00am–12:00pm, 114 Hale
08/22 (Wed), 11:00am–12:00pm, 114 Hale

- VII. Report on assignments from previous meeting (10 mins)
 - a. Ryan will work with Jim and Loren for training sessions soon
 - b. Ryan and Cliff will work to develop information to send out through K-State Today and email lists for HR personnel and financial personnel
 - c. Cliff will look at getting on a First Tuesday agenda

- VIII. Next steps (35 mins)
 - a. Proposals
 - i. Managing evaluations
 - ii. Tenure and promotion documentation
 - b. Communications and training
 - c. Retention schedule entries
 - d. Other topics (EU GDPR, CUI, data governance group)

- IX. Review assignments for next time (5 mins)

X. Adjourn

**University Records and Information Management
Committee meeting**

Agenda, 03/28/2018, 11:00 a.m.–12:00 p.m.
114 Hale Library, <https://ksu.zoom.us/j/642942535>

FUTURE MEETINGS:

04/25 (Wed), 11:00am–12:00pm, 114 Hale
05/23 (Wed), 11:00am–12:00pm, 301 Hale
06/27 (Wed), 11:00am–12:00pm, 301 Hale
07/25 (Wed), 11:00am–12:00pm, 301 Hale
08/22 (Wed), 11:00am–12:00pm, 301 Hale
09/26 (Wed), 11:00am–12:00pm, 301 Hale

- XI. Welcome and standard business (5 mins)
 - a. Introductions, if necessary
 - b. Minutes from February 28 meeting
 - c. Meeting room changes in May to 301 Hale

- XII. Report on assignments from previous meeting (5 mins)
 - a. Ryan worked with Jim for a training session for Financial Services
 - b. Cliff will inquire about getting on a First Tuesday agenda

- XIII. Next steps (40 mins)
 - a. Proposals
 - i. Managing evaluations update

- ii. Data governance proposal from CIO
- b. Communications and training
- c. Retention schedule entries
- d. Other topics (EU GDPR, CUI, etc.)

XIV. Review assignments for next time (5 mins)

XV. Adjourn

**University Records and Information Management
Committee meeting**

Agenda, 04/25/2018, 11:00 a.m.–12:00 p.m.
114 Hale Library, <https://ksu.zoom.us/j/307501543>

- XVI. Welcome and standard business (5 mins)
 - a. Introductions, if necessary
 - b. Minutes from March 28 meeting
 - c. Meeting room changes in May to 301 Hale

- XVII. Report on assignments from previous meeting (5 mins)
 - a. First Tuesday agenda (Cliff)

- XVIII. Next steps (40 mins)
 - a. Proposals
 - i. Managing evaluations update
 - ii. Data governance proposal from CIO
 - b. Communications and training
 - c. Retention schedule entries
 - d. Other topics (EU GDPR, CUI, etc.)

XIX. Review assignments for next time (5 mins)

XX. Adjourn

**University Records and Information Management
Committee meeting**

FUTURE MEETINGS:

05/23 (Wed), 11:00am–12:00pm, 301 Hale
06/27 (Wed), 11:00am–12:00pm, 301 Hale
07/25 (Wed), 11:00am–12:00pm, 301 Hale
08/22 (Wed), 11:00am–12:00pm, 301 Hale
09/26 (Wed), 11:00am–12:00pm, 301 Hale
10/24 (Wed), 11:00am–12:00pm, 301 Hale

FUTURE MEETINGS:

07/25 (Wed), 11:00am–12:00pm, 102 Fairchild
08/22 (Wed), 11:00am–12:00pm, 102 Fairchild
09/26 (Wed), 11:00am–12:00pm, 102 Fairchild
10/24 (Wed), 11:00am–12:00pm, same?
11/28 (Wed), 11:00am–12:00pm, same?
12/12 (Wed), 11:00am–12:00pm, same?

Agenda, 06/27/2018, 11:00 a.m.–12:00 p.m.
102 Fairchild Hall, <https://ksu.zoom.us/j/415780152>

- XXI. Welcome and standard business (5 mins)
 - a. Introductions, if necessary
 - b. Minutes from April 25 meeting

- XXII. Report on assignments from previous meeting (5 mins)
 - a. First Tuesday appearance pushed to September (Cliff)

- XXIII. Next steps (40 mins)
 - a. Proposals
 - i. Managing evaluations memo sent
 - ii. Data governance proposal from CIO
 - b. Communications and training
 - c. Retention schedule entries
 - d. Other topics (EU GDPR, CUI, etc.)

- XXIV. Review assignments for next time (5 mins)

- XXV. Adjourn

**University Records and Information Management
Committee meeting**

Agenda, 08/22/2018, 11:00 a.m.–12:00 p.m.
102 Fairchild Hall, <https://ksu.zoom.us/j/970505195>

FUTURE MEETINGS:

09/26 (Wed), 11:00am–12:00pm, 102 Fairchild
10/24 (Wed), 11:00am–12:00pm, same?
11/28 (Wed), 11:00am–12:00pm, same?
12/12 (Wed), 11:00am–12:00pm, same?

- XXVI. Welcome and standard business (7 mins)
 - a. Introductions
 - b. Minutes from June 27 meeting

- XXVII. Report on assignments from previous meeting (5 mins)
 - a. First Tuesday appearance pushed to maybe October (Cliff)

- XXVIII. Next steps (40 mins)
- a. Proposals
 - i. Managing evaluations memo sent, still awaiting feedback
 - ii. Others?
 - b. Communications and training
 - c. Retention schedule entries
 - d. Other topics (digital asset management, data governance, EU GDPR, CUI, etc.)
 - e. Meeting location after September

XXIX. Review assignments for next time (5 mins)

XXX. Adjourn

University Records and Information Management Committee meeting

Agenda, 09/26/2018, 11:00 a.m.–12:00 p.m.

102 Fairchild Hall, <https://ksu.zoom.us/j/502860258>

XXXI. Welcome and standard business (7 mins)

- a. Introductions, if necessary
- b. Minutes from August 22 meeting

XXXII. Report on assignments from previous meeting (5 mins)

- a. First Tuesday update (Cliff)

XXXIII. Next steps (40 mins)

- a. Proposals
 - i. Managing evaluations memo, still awaiting feedback
 - ii. Others?
- b. Communications and training
- c. Retention schedule entries
- d. Other topics (digital asset management, data governance, EU GDPR, CUI, etc.)
- e. 2019 meetings

XXXIV. Review assignments for next time (5 mins)

XXXV. Adjourn

FUTURE MEETINGS:

10/24 (Wed), 11:00am–12:00pm, 102 Fairchild?

11/28 (Wed), 11:00am–12:00pm, 102 Fairchild?

12/12 (Wed), 11:00am–12:00pm, 102 Fairchild?

University Records and Information Management Committee meeting

Agenda, 11/28/2018, 11:00 a.m.–12:00 p.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/996922452>

XXXVI. Welcome and standard business (7 mins)

- a. Introductions, if necessary
- b. Minutes from September 26 meeting

XXXVII. Report on assignments from previous meeting (5 mins)

- a. First Tuesday update (Cliff)
- b. 2019 meetings (Cliff)

XXXVIII. Next steps (40 mins)

- a. Proposals
 - i. Managing evaluations memo
 - ii. Others?
- b. Communications and training
- c. Retention schedule entries
- d. Other topics (digital asset management, data governance, EU GDPR, CUI, etc.)

XXXIX. Review assignments for next time (5 mins)

XL. Adjourn

FUTURE MEETINGS:

12/12 (Wed), 11:00am–12:00pm, 124 Bluemont

1/8 (Tue), 9:00–10:00am, TBD

