

## **University Records and Information Management Committee meeting**

Agenda, 01/08/2018, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/619894452>

- I. Welcome and standard business (7 mins)
  - a. Introductions, if necessary
  - b. Minutes from November 28 meeting
  
- II. Report on assignments from previous meeting (5 mins)
  - a. Anything?
  
- III. Next steps (40 mins)
  - a. Proposals
  - b. Communications and training
  - c. Retention schedule entries
  - d. Other topics (digital asset management, data governance, EU GDPR, CUI, etc.)
  
- IV. Review assignments for next time (5 mins)
  
- V. Adjourn

### **FUTURE MEETINGS:**

2/12 (Tue), 9:00–10:00am, 124 Bluemont

3/12 (Tue), 9:00–10:00am, 124 Bluemont

4/9 (Tue), 9:00–10:00am, 124 Bluemont

5/14 (Tue), 9:00–10:00am, 124 Bluemont

## **University Records and Information Management Committee meeting**

Agenda, 02/12/2018, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/997624354>

- VI. Welcome and standard business (7 mins)
  - a. Introductions, if necessary
  - b. Minutes from January 8 meeting

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

- a. Anything?

VIII. Next steps (40 mins)

- a. Communications and training
- b. Retention schedule entries
- c. Other topics (data definitions and warehouse, digital asset management, data governance, EU GDPR, CUI, etc.)

IX. Review assignments for next time (5 mins)

X. Adjourn

**FUTURE MEETINGS:**

3/12 (Tue), 9:00–10:00am, 124 Bluemont

4/9 (Tue), 9:00–10:00am, 124 Bluemont

5/14 (Tue), 9:00–10:00am, 124 Bluemont

6/11? (Tue), 9:00–10:00am, 124 Bluemont [I likely will be out of state this week; move appointment?]

**University Records and Information Management Committee meeting**

Agenda, 03/12/2018, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/283079215>

XI. Welcome and standard business (5 mins)

- a. Introductions, if necessary
- b. Minutes from February 12 meeting

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

- a. Cliff follow up with Gary and Jay about the personnel evaluations memo
- b. Ryan share draft retention schedules and ERP for K-State Police Department
- c. Ryan may have 2<sup>nd</sup> ERP for Special Collections archival collection management system

XIII. Next steps (45 mins)

- a. Retention schedule entries and ERPs
- b. Communications and training

- c. Other topics (data definitions and warehouse, digital asset management, data governance, EU GDPR, CUI, etc.)

XIV. Review assignments for next time (5 mins)

XV. Adjourn

**FUTURE MEETINGS:**

4/9 (Tue), 9:00–10:00am, 124 Bluemont

5/14 (Tue), 9:00–10:00am, 124 Bluemont

6/11? (Tue), 9:00–10:00am, 124 Bluemont [I likely will be out of state this week; move appointment?]

7/9 (Tue), 9:00–10:00am, 124 Bluemont

**University Records and Information Management Committee meeting**

Agenda, 04/09/2019, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/260261705>

XVI. Welcome and standard business (5 mins)

- a. Introductions, if necessary
- b. Minutes from March 12 meeting

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

- a. None from March

XVIII. Next steps (45 mins)

- a. Retention schedule entries and ERPs
- b. Communications and training
- c. Other topics (data definitions and warehouse, digital asset management, data governance, EU GDPR, CUI, etc.)

XIX. Review assignments for next time (5 mins)

XX. Adjourn

**FUTURE MEETINGS:**

5/14 (Tue), 9:00–10:00am, 124 Bluemont

6/11? (Tue), 9:00–10:00am, 124 Bluemont [I will be on vacation this day; move to 6/18?]

7/9 (Tue), 9:00–10:00am, 124 Bluemont  
8/13 (Tue), 9:00–10:00am, 124 Bluemont  
9/10 (Tue), 9:00–10:00am, 124 Bluemont  
10/8 (Tue), 9:00–10:00am, 124 Bluemont  
11/12 (Tue), 9:00–10:00am, 124 Bluemont  
12/10 (Tue), 9:00–10:00am, 124 Bluemont

**University Records and Information Management Committee meeting**

Agenda, 05/14/2019, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/906915899>

XXI. Welcome and standard business (5 mins)

- a. Introductions, if necessary
- b. Minutes from April 9 meeting

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

- a. Move date of June meeting (Cliff)

XXIII. Next steps (45 mins)

- a. Retention schedule entries and/or ERPs
- b. Communications and training
- c. Other topics (data definitions, data warehouse, digital asset management, data governance, EU GDPR, CUI, etc.)

XXIV. Review assignments for next time (5 mins)

XXV. Adjourn

**FUTURE MEETINGS:**

6/18 (Tue), 9:30–10:30am, 124 Bluemont  
7/9 (Tue), 9:00–10:00am, 124 Bluemont  
8/13 (Tue), 9:00–10:00am, 124 Bluemont  
9/10 (Tue), 9:00–10:00am, 124 Bluemont  
10/8 (Tue), 9:00–10:00am, 124 Bluemont  
11/12 (Tue), 9:00–10:00am, 124 Bluemont  
12/10 (Tue), 9:00–10:00am, 124 Bluemont

**University Records and Information Management Committee meeting**

Agenda, 07/09/2019, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/944775730>

XXVI. Welcome and standard business (5 mins)

- a. Introductions
- b. Minutes from May 14 meeting

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

- a. Continued work on ERPs and retention schedule entries (Ryan)

XXVIII. Next steps (45 mins)

- a. Retention schedule entries and/or ERPs
- b. Communications and training
- c. Other topics (data governance committee, digital asset management, policy and procedure development, etc.)

XXIX. Review assignments for next time (5 mins)

XXX. Adjourn

**FUTURE MEETINGS:**

8/13 (Tue), 9:00–10:00am, 124 Bluemont

9/10 (Tue), 9:00–10:00am, 124 Bluemont

10/8 (Tue), 9:00–10:00am, 124 Bluemont

11/12 (Tue), 9:00–10:00am, 124 Bluemont

12/10 (Tue), 9:00–10:00am, 124 Bluemont

**University Records and Information Management Committee meeting**

Agenda, 08/13/2019, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/879570900>

XXXI. Welcome and standard business (5 mins)

- a. Introductions
- b. Minutes from July 9 meeting

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

- a. Review ERPs and retention schedules to discuss here (all)

- XXXIII. Next steps (45 mins)
- a. Retention schedule entries and ERPs
  - b. Communications and training update
  - c. Other topics (evaluation management update, data governance committee, digital asset management, policy and procedure development, etc.)

XXXIV. Review assignments for next time (5 mins)

XXXV. Adjourn

**FUTURE MEETINGS:**

9/10 (Tue), 9:00–10:00am, 124 Bluemont

10/8 (Tue), 9:00–10:00am, 124 Bluemont

11/12 (Tue), 9:00–10:00am, 124 Bluemont

12/10 (Tue), 9:00–10:00am, 124 Bluemont

**University Records and Information Management Committee meeting**

Agenda, 09/10/2019, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/855662711>

XXXVI. Welcome and standard business (5 mins)

- a. Introductions
- b. Minutes from August 13 meeting

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

- a. Review retention schedules to discuss here (all)

XXXVIII. Next steps (45 mins)

- a. Retention schedule entries and ERPs
- b. Communications and training update
- c. Other topics (evaluation management update, data governance working group, digital asset management, policy and procedure development, etc.)

XXXIX. Review assignments for next time (5 mins)

XL. Adjourn

**FUTURE MEETINGS:**

10/8 (Tue), 9:00–10:00am, 124 Bluemont

11/12 (Tue), 9:00–10:00am, 124 Bluemont

12/10 (Tue), 9:00–10:00am, 124 Bluemont

**University Records and Information Management Committee meeting**

Agenda, 10/11/2019, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/279373915>

XLI. Welcome and standard business (5 mins)

- a. Introductions
- b. Minutes from September 10 meeting

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

- a. Review retention schedules to discuss here (all)

XLIII. Next steps (45 mins)

- a. Retention schedule entries (Office of the Registrar, Office of Institutional Equity)

XLIV. Review assignments for next time (5 mins)

XLV. Adjourn

**FUTURE MEETINGS:**

11/12 (Tue), 9:00–10:00am, 124 Bluemont

12/10 (Tue), 9:00–10:00am, 124 Bluemont

?01/14 (Tue), 9:00–10:00am, 124 Bluemont?

?02/11 (Tue), 9:00–10:00am, 124 Bluemont?

**University Records and Information Management Committee meeting**

Agenda, 11/12/2019, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/562762762>

XLVI. Welcome and standard business (5 mins)

- a. Introductions

- b. Minutes from October 11 meeting

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

- a. Review retention schedules to discuss here (all)
- b. Scheduling 2020 meetings (Cliff)
- c. Report on discussion with Jay Stephens and Gary Pratt about evaluation management proposal (Cliff)

XLVIII. Next steps (45 mins)

- a. Retention schedule entries (Office of the Registrar, others)

XLIX. Review assignments for next time (5 mins)

L. Adjourn

**FUTURE MEETINGS:**

12/10 (Tue), 9:00–10:00am, 124 Bluemont

?01/14 (Tue), 9:00–10:00am, 124 Bluemont?

?02/11 (Tue), 9:00–10:00am, 124 Bluemont?

**University Records and Information Management Committee meeting**

Agenda, 12/10/2019, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/530431587>

LI. Welcome and standard business (5 mins)

- a. Introductions
- b. Minutes from November 12 meeting

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

- a. Review draft retention schedules to discuss here (all)

LIII. Next steps (45 mins)

- a. Retention schedule entries (Office of the Registrar)
- b. Guidance for grievance records
- c. Bring Your Own Device policy development



LIV. Review assignments for next time (5 mins)

LV. Adjourn

**FUTURE MEETINGS:**

01/14 (Tue), 9:00–10:00am, 124 Bluemont

02/11 (Tue), 9:00–10:00am, 124 Bluemont

03/17 (Tue), 9:00–10:00am, 124 Bluemont

04/14 (Tue), 9:00–10:00am, 124 Bluemont

05/12 (Tue), 9:00–10:00am, 124 Bluemont