University Records and Information Management Committee meeting

Agenda, 01/14/2020, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, https://ksu.zoom.us/j/968492639

I. Welcome and standard business (<5 mins)
- a. Introductions
- b. Minutes from December 10 meeting
- c. Reminder: Records 101 Training Feb. 6th 12-1:30pm

II. RIMC Recap (~5-10 mins)
- a. Where have we been
- b. Where are we now
- c. Where are we going

III. Report on assignments from previous meeting (<5 mins)
- a. Review draft retention schedules to discuss here (See Below)

IV. Next steps (~30 mins)
- a. McCain Auditorium
    - i. Complimentary Tickets
    - ii. Show Report
    - iii. Show Report Box office
    - iv. Volunteer List
- b. Retention schedule entries (Office of the Registrar)
    - i. Semester Honors List
    - ii. Transcript Requests
        - 1. 3 fiscal years and then destroy
    - iii. Transfer Transcripts for Current Students
        - 1. 5 years after last date of attendance
    - iv. Withdrawal Records
        - 1. (combined with add/drop schedule) pulled from consideration
- c. Guidance for grievance records
- d. Bring Your Own Device policy development

V. Review assignments for next time (5 mins)

VI. Adjourn

FUTURE MEETINGS:

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

06/09 (Tue), 9:00-10:00am, 124 Bluemont

University Records and Information Management Committee meeting

Agenda, 02/11/2020, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, https://ksu.zoom.us/j/968492639

I. Welcome and standard business (<5 mins)
    a. Introductions (if needed)
    b. Minutes from January meeting
        (https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EYwc02XuWRFLiXRjJkhlc
        VoBnKjLZ7ZXwl6AEk98HBBHNw?e=b6yruj)

II. Report on assignments from previous meeting (<5 mins)
    a. Report on SRB meeting January 16th
    b. Report on Records Management 101 Training

III. Next steps (~30 mins)
    a. Guidance for grievance records
        i.   Report on the last meeting
        ii. Discuss next steps
    b. Bring Your Own Device policy development
        i.   Refresh on efforts to develop policy at KSU
        ii. Discuss next steps
    c. Future retention schedules and ERPs
        i.   Libraries
        ii. Human Ecology
        iii. IT
        iv. Polytechnic Campus – flight records
        v.   Physician assistant program
    d. Future training efforts/Messaging

IV. Review assignments for next time (5 mins)

V. Adjourn

FUTURE MEETINGS:

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

06/09 (Tue), 9:00-10:00am, 124 Bluemont

University Records and Information Management Committee meeting

Agenda, 03/17/2020, 9:00 a.m.–10:00 a.m.

124 Bluemont Hall, https://ksu.zoom.us/j/968492639

I. Welcome and standard business (<5 mins)
   a. Introductions
   b. Minutes from February meeting
      (https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EW9QuEVdma5Ptw5Iqg_NQWMBhegt4TaMZom0SXK2ZboiyA?e=6fvhea)

II. Report on assignments from previous meeting (15-30 mins)
   a. Physician Assistant Program update
   b. BYOD Policy update
   c. Grievance Records update
   d. Retention Schedules
      i. Office of Institutional Research
         1. IR Common Data Set Records
         2. IR External Government Report Records
         3. IR External Public Report Records
         4. IR Internal Report Records
      ii. Data Cube ERP Discussion
         1. Overview of ERP documentation

III. Next steps (10-15 mins)
   a. Imagenow Upgrade update/information sharing
   b. Data Standards Committee update/information sharing
   c. (Other updates/questions)

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

V. Adjourn

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:

04/14 (Tue), 9:00–10:00am, 124 Bluemont	Electronic Records Committee (March)
05/12 (Tue), 9:00–10:00am, 124 Bluemont	State Records Board (April)
06/09 (Tue), 9:00-10:00am, 124 Bluemont	Electronic Records Committee (June)
07/14 (Tue), 9-10:00am, 124 Bluemont	State Records Board (July)

University Records and Information Management Committee meeting

Agenda, 04/14/2020, 9:00 a.m.–10:00 a.m.

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

I.   Welcome and standard business (<5 mins)
   a.   Introductions (if needed)
   b.   Minutes from February meeting
        (https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EW9QuEVdma5Ptw5Iqg_
        NQWMBhegt4TaMZom0SXK2ZboiyA?e=6fvhea)

II. Report on assignments from previous meeting (45 mins)
   a.   Physician Assistant Program update
   b.   BYOD Policy update
   c.   Grievance Records update
   d.   Retention Schedules
        i.   Office of Institutional Research
             1.   IR Common Data Set Records
             2.   IR External Government Report Records
             3.   IR External Public Report Records
             4.   IR Internal Report Records
        ii. Data Cube ERP Discussion
             1.   Overview of ERP documentation
        iii. KSU Libraries
             1.   Library Reference Requests
             2.   Library Outreach Tracking

III. Next steps (5-10 mins)
   a.   Imagenow Upgrade update/information sharing
   b.   Data Standards Committee update/information sharing
   c.   (Other updates/questions)

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

V. Adjourn

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
05/12 (Tue), 9:00–10:00am, Zoom	State Records Board (April) (Cancelled)
06/09 (Tue), 9:00-10:00am, Zoom	Electronic Records Committee (June)
07/14 (Tue), 9-10:00am, Zoom?	State Records Board (July)

University Records and Information Management Committee meeting

Agenda, 06/09/2020, 9:00 a.m.–10:00 a.m.

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

I. Welcome and standard business (<5 mins)
   a. Introductions
      i. Aaron Good - OGC
      ii. Elliot Young – Risk and Compliance Officer
   b. Minutes from April meeting
      i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EY769s5bUshMipeY053SkiQBs4Sbi5XcQQbNaJoMJiQv1g?e=8fxtUV

II. Report on assignments from previous meeting (45 mins)
   a. Retention Schedules:
      i. Physician Assistant Program Retention Schedules and ERP (https://ksuemailprod.sharepoint.com/:f:/s/RIMC/EtoP-UwlwEBErgfWWfd1P1ABeUpbPasmxVMvpcVhiaFq2w?e=FTwueg)
         1. ERP Draft – Exxat
         2. Academic Advising Records
         3. Dismissal Records
         4. Promotion Progression and Professionalism
         5. Remediation Records
         6. Results of Selection Interviews
         7. SCPE Assignments
         8. Student Health Records
         9. Student Performance in Program
   b. BYOD Policy Update/Discussion
   c. Teams Guidance Discussion
   d. Grievance Records update

III. Next steps (5 mins)
   a. Policy/Guidance Gaps for working from home?

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

V.   Adjourn

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
06/09 (Tue), 9:00-10:00am, Zoom	Electronic Records Committee (June)
07/14 (Tue), 9-10:00am, Zoom	State Records Board (July)
08/11 (Tue), 9-10:00am, Zoom	

University Records and Information Management Committee meeting

Agenda, 07/14/2020, 9:00 a.m.–10:00 a.m.

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

I.   Welcome and standard business (<5 mins)
    a. Introductions (if needed)
    b. Minutes from June meeting
        i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EVfaSicYmjFKgj9nJVWTAxIBg BH1jEdAQ-ImOnAGui_tMA?e=8dtPF6

II.   Report on assignments from previous meeting (50 mins)
    a. Retention Schedules:
        i. Physician Assistant Program Retention Schedules and ERP (https://ksuemailprod.sharepoint.com/:f:/s/RIMC/Eoi1Q2ExDkdCvzB nDqjxrSoBoTRIr21rg6qp3HfX8RnN1A?e=8hrdR7)
            1. Academic Advising Records (<mark>discussed previously</mark>)
            2. Dismissal Records (<mark>discussed previously</mark>)
            3. Promotion Progression and Professionalism (<mark>discussed previously</mark>)
            4. Remediation Records
            5. Results of Selection Interviews
            6. SCPE Assignments
            7. Student Health Records
            8. Student Performance in Program
    b. University Data/Records Storage Guidance Discussion (Teams, W:Drive, etc.):
        i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EY92zhkFfrVEgDs1felirLgBRS 6TMI8xXYLSG_l8bA_kbg?e=843wYP

    c. BYOD Policy Update/Discussion:
        i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/Ee9RwT0AduNFv_FdxKkyKm kBspHdn5mQszZp0Za3seCevQ?e=vxFZkg

    d.   Email FAQ Guidance:
          i.   https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EQIPZlTs_RpPoV7-3pp8dTEBNwRT24Ne4cgEB13hnZYyEA?e=St7Wht

III.   Next steps (5 mins)
    a.   Policy/Guidance Gaps for working from home?

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

V.   Adjourn

FUTURE MEETINGS:	**UPCOMING STATE BOARD MEETINGS:**
07/14 (Tue), 9-10:00am, Zoom	State Records Board (July)
08/11 (Tue), 9-10:00am, Zoom	Electronic Records Committee (September)
09/08 (Tue), 9-10:00am, Zoom	State Records Board (October)

University Records and Information Management Committee meeting

Agenda, 08/19/2020, 2:00 a.m.–3:00 p.m.

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

I.   Welcome and standard business (<5 mins)
    a.   Introductions (if needed)
    b.   Minutes from June and July meeting
          i.   https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EVfaSicYmjFKgj9nJVWTAxIBgBH1jEdAQ-ImOnAGui_tMA?e=8dtPF6
         ii.   https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EeDq2F8gr7RDjppLnT1479ABImyHFSM0WQ4wE_2fmU1NgA?e=S8D85D
II.   Report on assignments from previous meeting (50 mins)
    a.   University Data/Records Storage Guidance Discussion (Teams, W:Drive, etc.):
          i.   https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EaeT2wekNSxFkopjmSCTp1ABGJHxkrt5nOa5D_oZ9U2M8A?e=2UeiDF
    b.   BYOD Policy Update/Discussion:
          i.   https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EYU8ZzotsnVOipSFJDcR3kMBGR6Dgdi97U4Yrse1jTam0g?e=syrGFq
    c.   Email FAQ Guidance:
          i.   https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZBJ93XbxE1Er4QA91SauocBnDjPk38-h5cwloRgHwlcLA?e=EFksRs

III.   Next steps (5 mins)

        a.   Policy/Guidance Gaps for working from home?

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

V.   Adjourn

FUTURE MEETINGS:	**UPCOMING STATE BOARD MEETINGS:**
09/08 (Tue), 9-10:00am, Zoom	Electronic Records Committee (September)
10/13 (Tue), 9-10:00am, Zoom	State Records Board (October)
	Electronic Records Committee (December)
11/10 (Tue), 9-10:00am, Zoom	

University Records and Information Management Committee meeting

Agenda, 10/13/2020, 9:00 a.m.–10:00 a.m.

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

I.   Welcome and standard business (<5 mins)
     a. Introductions (if needed)
     b. Minutes from August meeting
         i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EQW6QlxFhtNJgO4pT2yu_rAB77J4LOld2cUQHYORLQnBrA?e=qtxqZV

II. Report on assignments from previous meeting (50 mins)
     a. University Data/Records Storage Guidance Discussion (Teams, W:Drive, etc.):
         i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EaeT2wekNSxFkopjmSCTp1ABGJHxkrt5nOa5D_oZ9U2M8A?e=2UeiDF
     b. Email FAQ Guidance:
         i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZBJ93XbxE1Er4QA91SauocBnDjPk38-h5cwloRgHwlcLA?e=EFksRs
     c. BYOD Policy Update/Discussion:
         i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EYU8ZzotsnVOipSFJDcR3kMBGR6Dgdi97U4Yrse1jTam0g?e=syrGFq

III. Next steps (5 mins)

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

V. Adjourn

FUTURE MEETINGS:	**UPCOMING STATE BOARD MEETINGS:**

11/10 (Tue), 9-10:00am, Zoom	State Records Board (October)
12/08 (Tue), 9-10:00am, Zoom	Electronic Records Committee (December)
01/12/2021 (Tue), 9-10:am, Zoom	State Records Board (January)

University Records and Information Management Committee meeting

Agenda, 11/10/2020, 9:00 a.m.–10:00 a.m.

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

I. Welcome and standard business (<5 mins)
    a. Introductions (if needed)
    b. Minutes from October meeting
        i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EWfWnZ4X1opLu0sGptvVrR4BRrbKFirZU5e3pgGdVmTL1g?e=gh18MH

II. Report on assignments from previous meeting (25 mins)
    a. Course Content Records Retention Schedule Update:
        i. https://ksuemailprod.sharepoint.com/:f:/s/RIMC/EuBJ0L8dDT1Ci1M68TUmnJsBvIS6kjuDWlHLbWRNOXsEpg?e=ZELtdS
    b. University Data/Records Storage Guidance Discussion (Teams, W:Drive, etc.):
        i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EaeT2wekNSxFkopjmSCTp1ABGJHxkrt5nOa5D_oZ9U2M8A?e=2UeiDF
    c. Email FAQ Guidance:
        i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZBJ93XbxE1Er4QA91SauocBnDjPk38-h5cwloRgHwlcLA?e=EFksRs
    d. BYOD Policy Update/Discussion:
        i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EYU8ZzotsnVOipSFJDcR3kMBGR6Dgdi97U4Yrse1jTam0g?e=syrGFq

III. Next steps (5 mins)

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

V. Adjourn

FUTURE MEETINGS:	**UPCOMING STATE BOARD MEETINGS:**
12/08 (Tue), 9-10:00am, Zoom	Electronic Records Committee (December)
01/12/2021 (Tue), 9-10am, Zoom	State Records Board (January)
02/09/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (March)

University Records and Information Management Committee meeting

Agenda, 12/08/2020, 9:00 a.m.–10:00 a.m.

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

I. Welcome and standard business (<5 mins)
   a. Introductions (if needed)
   b. Minutes from November meeting
      i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZyXQ-TlvZRLqgIFq4lNSf4BamFTwKHsAnbYdLrP6PWWUA?e=bp1ZKJ
II. Report on assignments from previous meeting (10 mins)
   a. Report of discussion with Data Governance Committee and FSCOT
   b. Course Content Records Retention Schedule Update:
      i. https://ksuemailprod.sharepoint.com/:f:/s/RIMC/EuBJ0L8dDT1Ci1M68TUmnJsBvIS6kjuDWlHLbWRNOXsEpg?e=ZELtdS
   c. University Data/Records Storage Guidance Discussion (Teams, W:Drive, etc.):
      i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EaeT2wekNSxFkopjmSCTp1ABGJHxkrt5nOa5D_oZ9U2M8A?e=2UeiDF
   d. Email FAQ Guidance:
      i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZBJ93XbxE1Er4QA91SauocBnDjPk38-h5cwloRgHwlcLA?e=EFksRs
   e. BYOD Policy Update/Discussion:
      i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EYU8ZzotsnVOipSFJDcR3kMBGR6Dgdi97U4Yrse1jTam0g?e=syrGFq
III. Global Campus New Retention Schedules: (30 min)(Schedules emailed and link to schedules here: https://ksuemailprod.sharepoint.com/:f:/s/RIMC/Ejwbf3ltENRBkMoRoH-F0RoBSiCJr9RjttHfWR6Gu78gpw?e=gMwOOW)
   a. Global_Campus_Agreements
   b. Global_Campus_Course_Catalog_Records
   c. Global_Campus_Publication_Records

IV. Next steps (5 mins)

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

VI. Adjourn

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
01/12/2021 (Tue), 9-10am, Zoom	State Records Board (January)
02/09/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (March)
03/09/2021 (Tue), 9-10am, Zoom	State Records Board (April)