

University Records and Information Management Committee Meeting Minutes
01/25/2017, 11:00 a.m.–12:00 p.m.
503 Hale Library

In Attendance:

James Bach Lisa Crawford-Craft Cliff Hight Kathy Kugle Hanna Manning
Monty Nielsen Loren Wilson State archives: Ryan Leimkuehler and Megan Rohleder

- I. Welcome and standard business
 - a. Volunteer to take notes for meeting
 - i. Jim volunteered.
 - b. New attendees
 - i. Hanna Manning is representing the Freedom of Information Office.
 - ii. Joe Lear has taken a new position elsewhere and will have a replacement on the committee soon.
 - c. Minutes from last meeting
 - i. Monty requested clarification as to the Next Steps outlined in the 12/1/16 minutes as they related to student record retention schedules. In response, Cliff noted he had represented the University Records and Information Management Committee (URIMC) at the January State Records Board (SRB) meeting to present two minor student record retention schedule revisions that Monty had previously discussed with Cliff. The SRB approved those changes without further discussion.
 - ii. Monty moved that the minutes of the 12/1/16 meeting be approved. Loren seconded the motion, and the approval of the minutes passed unanimously.

- II. Report on assignments from previous meeting
 - a. Cliff and Loren presented an electronic recordkeeping plan (ERP) for ImageNow to the State Electronic Recordkeeping Committee (SERC). Loren noted that although the SERC asked basic questions concerning data security and data backups, the discussion went well and the ERP for ImageNow was approved by the SERC and later by the SRB. As a reminder, the ERP is an umbrella plan for a system that may include multiples series of records that have to be maintained for 10 or more years. After the SERC approves the ERP, they recommend it to the SRB for final approval.
 - b. Retention schedule updates
 - i. Cliff and Monty met to draft four student record retention schedules. Two of the revisions were minor and resulted in the removal or simplification of schedules, and those two revisions were approved by the SRB. The other two schedules related to records that are retained for at least 10 years, and therefore the revisions require an ERP before the SRB will review. The two schedules requiring ERPs are Grade Sheets, which must be retained permanently, and Athletic Certifications, which must be retained for 10 years. Discussion followed concerning the KSIS and Canvas records that may also need to be retained as supporting documentation for the Grade Sheets. This type of supporting documentation may

result in a separate retention schedule entry. Because faculty and academic departments are seeking better guidance about how long to maintain records documenting the grades assigned, it was recommended to work with the Faculty Senate Academic Affairs committee to better understand needs and to learn if there is a statute of limitations for the grade appeal process.

- ii. Cliff, Lynn Carlin and Alma Deutsch will meet on Friday, January 27th to discuss the record retention expectations of campus departments that maintain supporting documentation (annual evaluations for all but university support staff) for personnel records.
- c. Retention policy approval
 - i. The University Records Retention Policy, PPM Chapter 3090, has been submitted to Dean Goetsch for approval by Provost Mason. It is anticipated that the Policy and the Charter will be discussed with the Provost in early February.
- d. KOMA Compliance
 - i. The Office of General Counsel reviewed the URIMC Charter and offered guidance that a majority of committee members needs to be present to take any official action. Committee action may not be officially conducted via email. Committee action, which will include official meeting minutes, will be conducted according to KOMA.
 - ii. Cliff will work with the Library communication staff to place meeting announcements on the university calendar. He also will explore options for an online space to have URIMC information, agendas, and minutes available.

III. Next Steps

- a. Cliff will meet with Lynn Carlin and Alma Deutsch to review the scope of central personnel files. In the current environment there are documents related to faculty and professional staff evaluations that are maintained in campus departments, but not part in the individual's central personnel file.
- b. Cliff and Loren will continue their work to prepare ERPs.
- c. Cliff will continue to work with the Library communication staff to announce RIMC meetings.
- d. Cliff will explore options for an online space to have URIMC information, agendas, and minutes available.
- e. Monty and Cliff will review AACRAO best practices and continue to prepare student record retention schedules for review.
- f. Cliff will meet with Dean Goetsch and Provost Mason on 2/7 to discuss the Policy and Charter.
- g. The next SERC meeting is scheduled for March 21st. The State will attempt to move the meeting up one week to avoid conflict with Spring Break.
- h. The next SRB meeting is scheduled for April 20th.

IV. Next URIMC Meeting

- a. Wednesday, February 22, 11:00 a.m.–12:00 p.m., 503 Hale

- V. Monty moved that the 1/25/17 URIMC meeting be adjourned. Loren seconded the motion and the meeting was adjourned.

University Records and Information Management Committee Meeting Minutes
02/22/2017, 11:00 a.m.–12:00 p.m.
503 Hale Library

In Attendance:

James Bach Cliff Hight Kathy Kugle Hanna Manning
Monty Nielsen Loren Wilson State archives: Megan Rohleder

- I. Welcome and standard business
 - a. Volunteer to take notes for meeting
 - i. Jim volunteered.
 - b. Minutes from last meeting
 - i. Monty moved that the minutes of the 1/25/17 meeting be approved as submitted. Hanna seconded the motion, and the approval of the minutes passed unanimously.

- II. Report on assignments from previous meeting
 - a. Policy and charter update
 - i. Dean Lori Goetsch and Cliff met with the Provost on 2/7 and received approval for the revision of the Records Retention Policy, PPM Chapter 3090. It has been published online thanks to Jana Clark from Internal Audit.
 - ii. Cliff met with the President's Cabinet on 2/22 and received approval to proceed with the Charter as it is. When the new University Risk Manager is hired this committee may need to review documentation with that person.
 - iii. Robert Large has drafted an article on the revision of PPM 3090 scheduled to appear in the March 2017 Office of General Counsel newsletter, *Legal Briefings*.
 - iv. Staff in the Office of Internal Audit are providing guidance on announcing the Policy through the PPM listserv.
 - b. Online space for announcements and documentation update
 - i. Cliff has worked with the Libraries communication staff to place meeting announcements on the university calendar. He also has explored options for an online space to present URIMC information, agendas, and minutes to the campus.
 - c. Discussions about personnel records and grade records
 - i. Cliff, Lynn Carlin, and Alma Deutsch met on 1/27 to discuss records retention expectations for campus departments that maintain supporting documentation (annual evaluations for all but university support staff and tenure and promotion documentation) for personnel records. Research into practices at KU and many other universities has indicated that there is little consistency in the retention period for these records. It was noted that at some point in the future it may be necessary to consider an enterprise-wide license for ImageNow in order to meet campus-wide personnel records needs.
 - ii. Cliff and Lisa Crawford-Craft are exploring ways to clarify records retention practices for grade-related records. A current challenge is that guidelines for academic records are issued from different sources with different intended purposes. Before presenting information to

the Academic Affairs Committee of Faculty Senate, Cliff would like to meet with staff from the Office of the Registrar to understand common terminology. Monty approved meeting with Barb Nagel and Susan Cooper from his office.

III. Next steps

- a. For policy communication and training
 - i. At the 2/22 meeting with the Cabinet, some discussion occurred regarding communication and education. The group asked Cliff to prepare a proposal for them to consider that would address training and communication components. Other ideas presented included First Tuesday meetings, Deans' Council meetings, new department head orientation, and K-State Today. Kathy mentioned she will communicate the new Policy to HR specialists. Cliff asked each committee member to submit a proposal for records policy communication and training for our specific areas. Possible options include an FAQ website or a training survey similar to the university security training. Training might also encompass a session at new department head training and personnel specialist training.
 - ii. The committee briefly discussed potential partners on campus, including Human Capital Services and Communications and Marketing.
- b. Retention schedule updates
 - i. Cliff will meet with Barb Nagel to develop retention schedule entries for grade-related records.
 - ii. Kathy will meet with Cliff to draft some updates for personnel records.
 - iii. Megan has requested that any records retention schedules be available by mid-March, so that they can be reviewed by the State Records Board (SRB) at their 4/20 meeting.
- c. Electronic Recordkeeping Plan (ERP) updates
 - i. Cliff and Loren will meet to consider the next ERP, and one possibility is Canvas. Because the next Electronic Recordkeeping Committee (ERC) will be 3/21, this ERP is planned for the June meeting.
 - ii. Cliff will work with others to investigate the current cost of individual ImageNow licenses on campus to determine if it is an appropriate time to consider an enterprise-wide license that would accommodate retention practices for personnel records.

IV. Review assignments

- a. Cliff will ask Jana Clark to email the PPM email list that PPM 3090 is updated.
- b. After meeting with staff from the Office of the Registrar, Cliff will work with Lisa to propose updated information to the Academic Affairs Committee of Faculty Senate.
- c. Cliff will follow up on an online space for URIMC information, agendas, and minutes.
- d. Next meeting will be Wednesday, March 29, 11:00 a.m.–12:00 p.m., in 503 Hale.

- V. Loren moved that the 2/22 URIMC meeting be adjourned. Kathy seconded the motion and the meeting was adjourned.

University Records and Information Management Committee Meeting Minutes
03/29/2017, 11:00 a.m.–12:00 p.m.
503 Hale Library

In Attendance:

James Bach Cliff Hight Kathy Kugle Hanna Manning
Monty Nielsen Lisa Shappee State archives: Ryan Leimkuehler

- I. Welcome and standard business
 - a. Volunteer to take notes for meeting
 - i. Jim volunteered.
 - b. Minutes from last meeting
 - i. Hanna moved that the minutes of the 2/22/17 meeting be approved as submitted. Kathy seconded the motion, and the approval of the minutes passed unanimously.

- II. Report on assignments from previous meeting
 - a. Retention schedule update
 - i. Cliff met with Barb Nagel to develop retention schedule entries for grade-related records based in the Office of the Registrar.
 - ii. Kathy met with Cliff to draft updates for personnel records.
 - iii. The following records retention schedules were updated and reviewed for approval:
 - Academic Transcripts (0001-367)
 - Accidental Injury Reports (0003-367)
 - Curriculum Change Records (0020-367)
 - Employee Position Descriptions (0047-367)
 - Recruitment Files (0052-367)
 - Employee Personnel Files (0070-367)
 - Paycheck Records (new)
 - Payroll Records (new)
 - Payroll (federal grant funding) Records (new)Upon further discussion, a decision was made to continue to review retention schedule updates concerning Curriculum Change Records before submitting it to the State Records Board.
Kathy motioned to approve the human resource and payroll related records retention schedules and Academic Transcripts. Monty seconded the motion and the updates were approved by the URIMC unanimously.
 - iv. Megan has requested that any records retention schedule updates be available as soon as possible, so that they can be reviewed by the State Records Board (SRB) at their 4/20 meeting.
 - b. Electronic Recordkeeping Plan (ERP) updates

- i. Cliff and Loren met with Scott Finkeldei to discuss the possibility of an ERP for Canvas and K-State Online. Through those discussions it was determined that it would be necessary to continue to improve the definition and scope of the affected records prior to pursuing an ERP for these student system areas. Cliff and Scott will draft a proposal on how to proceed with grade records held outside of the Registrar's Office. This proposal will eventually go through Faculty Senate for review. A similar review will be necessary for grade records held at the Polytechnic and Olathe campuses to ensure consistency among grade records.

III. Next steps

- a. Communication and training
 - i. Cliff will draft a proposal for future records retention policy communication and education. Ideas include First Tuesday meetings, Deans' Council meetings, new department head orientation, and K-State Today. Additional ideas include a FAQ website or a training survey similar to the university security training. Kathy mentioned she will communicate the new Policy to HR specialists.
- b. Retention schedule updates
 - i. Cliff will continue to meet with Barb Nagel and Lisa to develop retention schedule entries for grade-related records.
 - ii. Kathy will meet with Cliff to draft additional updates for personnel records.
- c. Electronic Recordkeeping Plan (ERP) updates
 - i. Cliff, Loren, and Scott will continue to meet to consider the next ERP.
 - ii. Cliff will work with others to investigate the current cost of individual ImageNow licenses on campus to determine if it is an appropriate time to consider an enterprise-wide license that would accommodate retention practices for personnel records.
- d. Next meeting will be Wednesday, April 26, 10:45 a.m.–11:45 p.m., in 503 Hale.

- IV. Hanna moved that the 3/29 URIMC meeting be adjourned. Kathy seconded the motion and the meeting was adjourned.

University Records and Information Management Committee Meeting Minutes
04/26/2017, 10:45 a.m.–11:45 p.m.
503 Hale Library

In Attendance:

James Bach Cliff Hight Kathy Kugle Hanna Manning
Monty Nielsen Loren Wilson State Archives: Ryan Leimkuehler

- I. Welcome and standard business
 - a. Volunteer to take notes for meeting
 - i. Jim volunteered.
 - b. Minutes from last meeting
 - i. Kathy moved that the minutes of the 3/29/17 meeting be approved as submitted. Hanna seconded the motion, and the approval of the minutes passed unanimously.

- II. Report on assignments from previous meeting
 - a. Retention schedule update
 - i. On April 20th the State Records Board (SRB) reviewed and approved all but the highlighted records retention schedules:
 - Academic Transcripts (0001-367)
 - Accidental Injury Reports (0003-367)
 - Curriculum Change Records (0020-367)
 - Employee Position Descriptions (0047-367)
 - Recruitment Files (0052-367)
 - **Employee Personnel Files (0070-367)**
 - Paycheck Records (new, 0620-367)
 - Payroll Records (new, 0621-367)
 - Payroll (federal grant funding) Records (new, 0622-367)The Employee Personnel Files record series 0070-367 was not approved as written. The SRB requested that additional clarification and guidance be offered on a future proposal to distinguish between the retention of faculty, USS and unclassified professional staff evaluations being held within the employing campus department from those records held at Human Capital Services. The general disposition standard for personnel files was updated in relevant retention schedules from outdated media like microfilm to electronic files maintained in ImageNow.
 - b. Electronic Recordkeeping Plan (ERP) updates
 - i. Cliff and Loren will meet with Scott Finkeldei to discuss the possibility of an ERP for Canvas and K-State Online. (Other meetings may address PageUp in the future.) Through those discussions it was determined that it would be necessary to continue to improve the definition and scope of the affected records prior to pursuing an ERP for these student system areas. Cliff and Scott will draft a proposal on how to proceed with grade records held

outside of the Registrar's Office. This proposal will be shared with Faculty Senate for feedback. A similar review will be necessary for grade records held at the Polytechnic and Olathe campuses to ensure consistency among grade records.

III. Next steps

- a. Communication and training
 - i. Cliff will draft a proposal for communication about records and information management, as well as educating staff appropriately. Ideas include sharing information at First Tuesday meetings, Deans' Council meetings, new department head orientation, and K-State Today. Additional ideas include a FAQ website or a training survey similar to the university security training. A subgroup will be formed in the future (likely consisting of Lisa, Kathy, Jim, and Shanna Legleiter from HCS) to assist in drafting a proposal to be sent to the Provost that offers a recommendation for the delivery of records retention training.
 - ii. Cliff will update procedures for creating and updating retention schedules and will send a draft update to the committee.
- b. Retention schedule updates
 - i. Cliff will continue to meet with Barb and Lisa to develop retention schedule entries for grade-related records and in the process will clarify the system locations of these records. Cliff will coordinate with Lisa and Scott Finkeldei from IT to draft a proposal on grade-related documentation.
 - ii. Kathy will continue to meet with Cliff to draft additional updates for personnel records and specifically address the SRB requests related to the Employee Personnel File series 0070-367. Additionally, Loren and Hanna will assist them in drafting a proposal for evaluations and tenure/promotion records. This subgroup will draft a proposal for the Provost on the topic.
 - iii. Cliff will set a meeting with Joel in the future to discuss research record retention.
- c. Electronic Recordkeeping Plan (ERP) updates
 - i. Cliff, Loren, and Scott will continue to meet to consider an ERP for systems maintaining applicable grade records.
 - ii. Cliff will work with the subgroup for evaluations and tenure/promotion records to review appropriate systems for these records, which may include an enterprise-wide license for ImageNow.
- d. Next meeting is scheduled for Wednesday, May 24, 11:00 a.m.–12:00 p.m., in 503 Hale.

IV. Loren moved that the 4/26 URIMC meeting be adjourned. Hanna seconded the motion and the meeting was adjourned.

University Records and Information Management Committee Meeting Minutes
06/28/2017, 11:00 a.m.–12:00 p.m.
114 Hale Library

In Attendance:

Joel Anderson	James Bach	Cliff Hight
Kathy Kugle	Monty Nielsen	Loren Wilson

- I. Welcome and standard business
 - a. Volunteer to take notes for meeting
 - i. Jim volunteered.
 - b. Minutes from last meeting
 - i. Joel moved that the minutes of the 4/26/17 meeting be approved as submitted. Monty seconded the motion, and the approval of the minutes passed unanimously.
 - c. University Records Manager Search
 - i. This position will fill the state agency records officer role, as well as oversee records and information management across the institution, manage retention schedule development, and assist with RIM communication and training. The selected candidate will start in August.

- II. Report on assignments from previous meeting
 - a. Campus Communication and Training
 - i. Cliff will plan and coordinate campus training with the assistance of the new University Records Manager this fall.
 - b. Retention schedule update
 - i. Procedural guidelines for creating and updating retention schedules were drafted by Cliff and then reviewed by the committee during the 6/28 meeting. During this conversation, a recommendation was offered that additional discussion concerning the definition, scope and system support of research related documents should occur. Further discussion concerning these documents will be scheduled as noted below in Next Steps. At the conclusion of the conversation, Cliff asked for a motion to approve the retention schedule procedural guidelines as presented. Kathy motioned, and Loren seconded the recommendation, that the committee, contingent upon review and approval by the Office of General Counsel, approve the procedural guidelines. The motion passed unanimously. The Office of General Counsel reviewed it and offered no suggestions.
 - c. Maintenance of tenure/promotion documentation
 - i. Loren, Hanna, Kathy and Cliff have continued to work on record series related to personnel records. Progress on this record series is interwoven and contingent upon the Provost/Dean approval of employee records recommendations in general.
 - d. Records related to student grades
 - i. Cliff, Lisa and Scott Finkeldei from ITS participated in drafting two records series documents related to student grades. Coursework Records will consist of the documentation that supports the decision to award a grade that becomes the students' official grade. These

records will include evidence of assignments and test assessments, faculty notes concerning the progress and performance of the student and feedback from the student. Course Content Records will include documents that indicate the requirements and scope of the course. These two record series will be considered for electronic access and storage on Canvas, as well as paper and analog forms, for a length of retention (eight years) that will not require an ERP. A similar review will be necessary for grade records held at the Polytechnic and Olathe campuses to ensure consistency among grade records. Recommendations concerning these record series will be offered to Faculty Senate for their consideration.

III. Next steps

- a. Communication and training
 - i. Cliff will draft a proposal for communication about records and information management, as well as educating staff appropriately. Ideas include sharing information at First Tuesday meetings, Deans' Council meetings, new department head orientation, and K-State Today. Additional ideas include a FAQ website or a training survey similar to the university security training. A subgroup will be formed in the future (likely consisting of Lisa, Kathy, Jim, and Shanna Legleiter from HCS) to assist in drafting a proposal to be sent to the Provost that offers a recommendation for the delivery of records retention training.
- b. Retention schedule updates
 - i. Cliff will continue to meet with the student records subgroup to develop retention schedule entries for grade-related records and in the process will clarify the system locations of these records and a data steward for records that exist to support a decision for an official student grade.
 - ii. Cliff will set a meeting with Joel and potentially other key personnel in the areas of research compliance and IT to discuss the complexities of research related records. The guidelines document noted above will be used as a framework for future discussions concerning research record retention.
- c. Electronic Recordkeeping Plan (ERP) updates
 - i. None of the current retention schedule entries under consideration requires an ERP.
- d. Digital Records
 - i. Cliff and Tommy Theis (Manager of Photographic Services) will schedule a meeting with interested parties to discuss digital record systems.
- e. The July meeting has been cancelled. The next meeting is scheduled for Wednesday, August 23, 11:00 a.m.–12:00 p.m., in 114 Hale.

IV. Monty moved that the 6/28 URIMC meeting be adjourned. Kathy seconded the motion and the meeting was adjourned.

University Records and Information Management Committee Meeting Minutes

08/23/2017, 11:00 a.m. – 12:00 p.m.

114 Hale Library

In Attendance:

James Bach Cliff Hight Ryan Leimkuehler Loren Wilson

State Archives: Megan Rohleder

- I. Welcome and standard business
 - a. Volunteer to take notes for meeting
 - i. Ryan Leimkuehler volunteered.
 - b. Quorum not met for approval of minutes and business
 - i. Committee members present decided to discuss status of current projects and brief committee members at next meeting.
- II. Discussion of ongoing/ future projects
 - a. Campus Records Management Training
 - i. Ryan and Cliff will set up meeting with Lisa Shappee, Kathy Kugle, Jim Bach, and Shanna Legleiter to discuss the path forward for establishing training.
 - ii. The trainings would primarily be targeted a records creators, department heads, and new hires.
 1. Records creators training would be an ad hoc program that targeted the life cycle of records, RIMC committee, State Records Board process, and best practices.
 2. Department heads training would be a small part of training already present.
 3. New hires training would be a small part of training already present.
 - b. Personnel Evaluations
 - i. No feedback yet from provost and others on evaluations being handled by HCS. Tenure/Promotion records on hold until question on evaluations has been answered.
 - c. Draft Retention Schedules
 - i. Ryan is reviewing Kansas State University Retention Schedule, State General Schedule, and Board of Regents Schedule for redundant entries that could be superseded or are obsolete.
 - ii. Coursework records and course content records are being reviewed by faculty to address any concerns not covered in the draft.
 1. Ryan and Cliff will present draft to FSCOT and other Faculty Senate bodies for feedback from faculty.
 - d. Email
 - i. Possible use of “Capstone” approach to capturing/archiving important emails generated by each office.
 - e. Research Data
 - i. Tabled for next meeting
- III. Assignments
 - a. Cliff will contact teaching faculty members on FSCOT to gain feedback on coursework draft proposal.
- IV. Meeting Adjourned

University Records and Information Management Committee Meeting Minutes

09/27/2017, 11:00 a.m. – 12:00 p.m.

114 Hale Library

In Attendance:

Joel Anderson James Bach Cliff Hight Ryan Leimkuehler Hanna Manning
Lisa Shappee State Archives: Megan Rohleder

- I. Welcome and Standard Business
 - a. Ryan volunteered to take minutes
 - b. Minutes from June 28 and August 23
 - i. Hanna moved to approve, James seconded, unanimously approved
- II. Report on Assignments
 - a. Retention schedule entries
 - i. Course content records and coursework records schedules
 1. Talked with FSCOT, Faculty Senate Executive Committee, ITS, and General Counsel. Based on feedback we will be updating them to propose revised retention schedule update 2.0
 2. Coursework Records: biggest change was the length of time and removed connection to the accreditation records
 3. Course Content Records: reported on the conversations that we had about records and that we added state restrictions and FERPA. Added language and guidance for historical video lectures to be flagged and transferred to archives for preservation. Megan discussed the additional intellectual property restriction and potential concerns of the State Records Board (SRB). Also, SRB may have a problem with the exception to the 3-year minimum language. Megan will contact other records board members for input.
 4. Next steps will be to ask to be on the next Executive Committee agenda in October and the Faculty Senate meeting agenda in November. This committee then could approve in November and have the SRB review in January. Cliff will contact Lynn Carlin about the Office of the Provost and Senior Vice President working with academic units to manage these records.
 - ii. Communications and training
 1. Ryan has begun developing learning objectives
 2. James, Lisa, and Shanna Legleiter from HCS will help develop training for records management
 3. Possibility of linking to training module (website) from PPM
 - a. Joel: Streamline path to training and development of documents. Including links to PPM may not be helpful. Cliff: include section on training and updating retention schedule and link to website. Joel: needs better user experience. James: move from policy into a more icon driven webpage.
 - iii. Managing evaluations

1. No new information (Cliff will follow up)
 - iv. Handle tenure/promotion documents (on hold until evaluations memo is resolved)
 - v. Superseding schedules to general schedule
 1. James: Concern over voucher length of 3 years since we have followed 5 years for a long time
 - a. Hold on vouchers and inventory records
 2. Possibly work with State to update Vouchers for General Schedule (If there is a reason for 5 year retention)
 3. Submit to SRB for approval: eliminate redundant record series for K-State and General Schedule—Joel motioned to supersede as submitted, Hanna seconded, and unanimously approved
 - vi. Research discussion (moved to next month)
 1. Joel: asked how to fund extra records management tasks, is it just overhead or should it be a special line budget
 - vii. PPM Update
 1. Update to include records manager responsibility as agency records officer instead of the university archivist
 2. Move to update as submitted: Hanna moved, James seconded, unanimously approved
 - viii. Meetings in 2018
 1. Continue monthly meetings on same day and same time
- III. Adjourn
 - a. James moved to adjourn at 12:12pm and Hanna seconded, unanimously approved

University Records and Information Management Committee Meeting Minutes

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

114 Hale Library

In Attendance:

Joel Anderson James Bach Cliff Hight Ryan Leimkuehler Hanna Manning

State Archives: Megan Rohleder

- I. Welcome and Standard Business
 - a. Volunteer to take notes for meeting
 - i. Ryan will take notes moving forward.
 - b. Minutes from September 27 meeting
 - i. Jim moved to approve the minutes as submitted. Hanna seconded the motion, and the approval of the minutes passed unanimously.
- II. Report on Assignments
 - a. Updates on drafted retention schedule entries
 - i. Cliff and Ryan will present new versions of course content and course work retention schedules to Faculty Senate Executive Committee. Scott Finkeldei and Robert Large will be present to answer any IT or legal questions.
 - b. Ryan will set meeting for developing training
 - i. Ryan met with Shanna Legleiter, Jim Bach, Cliff Hight, and Lisa Shappee to review learning objectives and determine what types of training to offer. Training will move forward once the website for Archives and Records Management is complete.
 - c. Ryan will send PPM edits to web people
 - i. The PPM has been updated with approved edits.
 - 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.
 - i. Discussion with Provost Office resulted in the removal of the office reference from the course content retention schedule since the office would be implied through regular chain of resource requests.
 - e. Cliff will follow up on the evaluations memo from June
 - i. Cliff is still waiting for replies from recipients.
 - f. Cliff will set 2018 meetings
 - i. Meetings set through 2018.
- III. Next steps
 - a. Draft proposals
 - i. Communications and training
 1. Ryan reported on development of training sessions
 - a. Training will move forward once the website for Archives and Records Management is complete.
 2. Website report
 - a. Ryan plans to have training, landing, and retention schedule pages by end of 2017 or beginning of 2018.
 - ii. Managing evaluations

1. Cliff is still waiting to hear back on managing evaluations. Committee may want to wait to handle tenure/promotion documentation retention schedules development until after approval of evaluations changes.
 - iii. Handling tenure/promotion documentation
 - b. Retention schedule entries
 - i. Course work and Course content
 1. Cliff and Ryan will continue to gather comments and edit the drafts of the retention schedules until Faculty Senate provides feedback.
 - c. ERP updates
 - i. Orgsync could potentially fall under ERP if data is maintained longer than 10+ years. Pull out archival records to make sure records are maintained in appropriate way.
 - d. Research data discussions
 - i. Cliff and Joel have met a couple of times on research administration records and data to establish stronger clarity on records retention for researchers and the research office. Cliff and Ryan are meeting with Gary Pratt (CIO) to discuss records management and management of research data. Cliff suggested we could develop a workflow document on records management responsibilities. Cliff stated that answering the question 'what are the intended uses for data?' will determine the 'searchability' of research data. The committee needs to clarify what statutes and responsibilities exist and how to communicate that to researchers. We need to know what other universities in the state are doing to manage research data. Ryan will contact Letha about how KU manages their research data.
- IV. Review assignments for next time (5 mins)
 - a. Ryan will contact Letha for KU manages their research data.
 - b. Move forward with retention schedule proposals
- V. Adjourn
 - a. Joel moved that the 10/25 URIMC meeting be adjourned. Hanna seconded the motion and the meeting was adjourned at 12:15 p.m.

University Records and Information Management Committee Meeting Minutes
11/29/2017, 11:00 a.m.–12:00 p.m.
503 Hale Library

In Attendance:

Joel Anderson	James Bach	Cliff Hight	Kathy Kugle
Ryan Leimkuehler	Monty Nielsen	Lisa Shappee	Loren Wilson

I. Welcome and Standard Business

- a. Minutes from October 25 meeting
 - i. Kathy moved to approve and Loren seconded the motion. Motion passed unanimously.

II. Report on Assignments

- a. Updates on retention schedules: brief update of progress since full discussion occurred later.
- b. Contact KU about research data management: brief update with full discussion later.

III. Next steps

- a. Draft proposals
 - i. Communications and training: Ryan is developing website for records management information. The development/implementation of training program is on hold until website is live. Kathy stated that we need to keep parity with the state schedule. Ryan responded that the website will mirror the existing schedule as it exists updated quarterly. Monty wanted to clarify who the training was for and Ryan responded that it was for anyone who interacts and manages records at K-State.
 - ii. Managing evaluations: Cliff set up a meeting with Dean Goetsch and Provost Mason to discuss the evaluations in December. The proposal was to centralize the personnel files in HCS to improve efficiency of records management. This would allow all department records to be convenience copies that could be destroyed at the will of the department.
- b. Retention schedule entries
 - i. Coursework assessment records:
 - 1. Have passed through faculty senate and answered some questions on the wording of the retention schedule.
 - a. Motion to approve submission of retention schedule to State Records Board by Kathy and seconded by Monty. Motion passed unanimously.
 - ii. Course content records:
 - 1. Have gone in front of the faculty senate executive committee and were asked to submit revisions to academic and faculty affairs committees.
- c. ERP updates: none
- d. Research data discussions
 - i. Ryan is in communication with KU about their data management practices. Joel suggested that he reach out to KU Med as they may have a different practice than the main KU campus. Once Ryan receives information from KU/KU Med, he will forward that information on to Joel.

IV. Review assignments for next time

- a. Next meeting 13th of December: no meeting (no new business)

V. Adjourn

- a. Loren moved that the 11/29 URIMC meeting be adjourned. Kathy seconded the motion and the meeting was adjourned at 12:00 p.m.