University Records and Information Management Committee meeting

Minutes, 01/08/2019, 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.   Present: Ryan Leimkuehler, Monty Nielsen, James Bach, Cliff Hight, Hanna Manning, Ethan Anderson, Joel Anderson, Frieda Beat, Maureen Redeker, Loren Wilson.

    b.   Introductions, if necessary

        i.   Maureen introduced herself as the general counsel representative.

    c.   Minutes from November 28 meeting

        i.   Correction from Hannah to Hanna. Joel moved to approve the minutes as amended. Loren seconded the motion, and the approval of the minutes passed unanimously.

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

    a.   See below

III.   Next steps (40 mins)

    a.   Proposals

        i.   Managing evaluations memo – ongoing

    b.   Communications and training

        i.   Training in February: Ryan informed the committee that he will host another Records 101 training session for all university staff on February 20th from 12-1:30pm.

    c.   Retention schedule entries

        i.   Ryan is working with the Registrar's office to receive State approval of the current internal retention schedule.

        ii.   Ryan is working with the KSU PD to establish an ERP for the Enterpol case management system and developing retention schedules for the department to follow.

    d.   Other topics (digital asset management, data governance, EU GDPR, CUI, etc.)

        i.   CUI – Joel gave an update on the status of CUI: They are continuing to work on discovery and Joel indicated that Ian Czarnezki will touch base with Cliff soon.

        ii.   EU GDPR – Maureen gave update: documents have been distributed and the group is going through the documents to cleanup/tighten up language. Data classification document distributed by the Data Governance Committee.

<ol type="i" start="3">
Data Governance Committee – Cliff gave an update: Definition of data would be a good project for RIMC to add support for the ongoing data warehouse project. Conversation moved to research data and how it should be separate from this warehouse.

<ol type="I" start="4">

Review assignments for next time (5 mins)
<ol type="a">
Continue work on next steps topics.

Adjourn
<ol type="a">
Frieda motioned to adjourn and Hanna seconded the motion. The committee adjourned at 9:38am.

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 Minutes

Minutes, 02/12/2018, 9:00 a.m.–10:00 a.m.
124 Bluemont Hall, https://ksu.zoom.us/j/997624354

<ol type="I" start="6">

Welcome and standard business (7 mins)
<ol type="a">
Present: Joel Anderson, James Bach, Monty Nielsen, Cliff Hight, Ryan Leimkuehler, Frieda Beat, Lisa Shappee, Ethan Anderson, Hanna Manning, Chad Currier

Introductions, if necessary
<ol type="i">
None needed

Minutes from January 8 meeting
<ol type="i">
Monty moved to approve the minutes. Frieda seconded the motion, and the approval of the minutes passed unanimously.

Report on assignments from previous meeting (5 mins)
<ol type="a">
See below (next steps)

Next steps (40 mins)
<ol type="a">
Communications and training

<ol type="i">
Ryan state there is a Records Management 101 on February 20th from 12 to 1:30 all call leadership studies town hall. So far 20+ attendees have signed up.
Cliff gave an update on the memo to provost: Cliff suggested the e-signature program (share file) could provide movement on the memo. Cliff will ask Gary Pratt and Jay Stevens if can we use e-signatures for evaluations. Chad stated this would cut down on Dropbox and other programs that provide risk to the university.

<ol type="a" start="2">
Retention schedule entries
<ol type="i">
Ryan gave update on Police Department Retention Schedules: Questions about how training records were managed. Police training records not managed by HCS and thus should be part of the Police Department records. Ryan stated that Maureen has roughly 20 schedules and Ryan has an ERP meeting planned in the upcoming week.
Ryan gave update on Registrar's Office: he is currently drafting retention schedules for the office. There are many entries from their internal retention schedule so may need to be spread out over a few SRB meetings.
Ryan gave an update on the Library: He is working on getting AtoM ERP completed for March ERC meeting.

Other topics (data definitions and warehouse, digital asset management, data governance, EU GDPR, CUI, etc.)
<ol type="i">
Cliff gave update on Data Warehouse: the group is designed to provide a consistent way to define data campus wide and location/warehouse. First meeting will be in the coming week.
Data Governance: Cliff gave general update on progress and projects.
Digital Asset Management Group: Ryan gave update where he is hopeful to gain an estimated campus wide amount spent on DAM systems. He plans to have a proposal finished by July 2019.

<ol type="I" start="9">
Review assignments for next time (5 mins)
<ol type="a">
Possible 2 ERP for review, several possible retention schedules for review.

Adjourn
<ol type="a">
Hanna motioned to adjourn and Joel seconded the motion. The committee adjourned at 9:32am.

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

Minutes, 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. Present: Monty Nielsen, Frieda Beat, James Bach, Hanna Manning, Loren Wilson, Cliff Hight, Ethan Anderson, Megan Rohleder, Ryan Leimkuehler

   b. Introductions, if necessary

      i. None needed

   c. Minutes from February 12 meeting

      i. Monty moved to approve the minutes. Frieda seconded the motion, and the approval of the minutes passed unanimously.

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

   a. Cliff follow up with Gary and Jay about the personnel evaluations memo

      i. Cliff will continue to try and follow up with Gary and Jay

   b. Ryan share draft retention schedules and ERP for K-State Police Department

      i. See below (Next Steps)

   c. Ryan may have 2nd ERP for Special Collections archival collection management system

      i. See below (Next Steps)

XIII. Next steps (45 mins)

   a. Retention schedule entries and ERPs

      i. AtoM ERP – Ryan gave a brief overview of the purpose of the AtoM system. Megan asked why there are no records series being proposed? Ryan answered that retention schedules will be presented at a future RIMC meeting. Megan asked a follow up question: Is this system part of a suite of systems? Cliff stated that it is a stand-alone system. Discussion moved to plans to develop an ERP for Archivematica in the future.

         1. Jim moved to submit the ERP to appear before ERC and Loren seconded the motion. The motion was approved unanimously.

      ii. Enterpol ERP – Ryan gave a brief overview of the purpose of the Enterpol system. Loren asked: If a SOC2 security audit was ever conducted? Ryan answered that he was unsure if a SOC2 was performed, but he would follow up with KSU PD. Cliff asked for clarification to what the vendor role in disaster recovery is? Ryan would need to follow up with KSU PD for the answer.

1. Hanna moved submit the ERP to appear before the ERC and Monty seconded the motion. The motion was approved unanimously.

      iii. Retention Schedules:

        1. Ryan presented the completed retention schedules to the group. Frieda wanted clarification of PII on Crime log. Ryan stated that PII was Personal Identifiable Information and he will spell out PII on the revised form. Cliff requested a change to "Adults suspected of" language to remove implication of guilt on all applicable retention schedules. Hanna questioned about what archives (box on retention schedule) means and define what that means for users. Cliff asked about the social media retention length and the committee agreed the retention should be permanent.

        2. Monty moved to approve drafts and edits discussed in meeting and Frieda seconded the motion. The motion was approved unanimously.

   b. Communications and training

      i. No time to discuss this section

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

      i. No time to discuss this section

XIV. Review assignments for next time (5 mins)

XV. Adjourn

   a. The committee adjourned at 10:04am.

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

Minutes, 04/09/2019, 9:00 a.m.–10:00 a.m.
124 Bluemont Hall

XVI. Welcome and standard business (5 mins)

   a. Present: Monty Nielsen, Frieda Beat, James Bach, Maureen Redeker, Loren Wilson, Cliff Hight, Ethan Anderson, Megan Rohleder, Ryan Leimkuehler, Lisa Shappee, Joel Anderson

   b. Introductions, if necessary

i. None needed

   c. Minutes from March 12 meeting

            i. Monty moved to approve the minutes. Frieda seconded the motion, and the approval of the minutes passed unanimously.

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

   a. Cliff shared that both the AtoM and Enterpol ERPs were presented to the State Records Board and that both ERPs were moving forward. Loren mentioned that Ryan had provided an excellent presentation.

            i. Megan will be following up with Ryan concerning final details.

   b. Ryan shared his progress on draft retention schedules for the Police Department, Admission and the Registrar's Office

            i. See below (Next Steps)

   c. Loren shared the Data Definitions and Data Warehouse Committee progress

            i. See below (Next Steps)

XVIII. Next steps (45 mins)

   a. Retention schedule entries and Data Definitions

            i. Ryan mentioned that there are approximately 14 Police Department records retention schedules that are pending the next State Records Board meeting. Additionally, work is continuing on approximately 48 Registrar's Office retention schedules and 8 Admission Office retention schedules. These will be gradually scheduled for review at several future State Records Board meetings

            ii. Loren provided an update from the Data Definitions and Warehouse Committee. A decision was made at last week's committee meeting to separate the scope and charge for the work being completed into two committees. One committee will be specifically focused on data definitions and another committee will be established and charged to pursue data warehouse standards. Loren and Gary Pratt are working on the new scope, charge and structure of those two committees.

   b. Communications and training

            i. Ryan is working with the Extension Office to develop and provide training for local and regional Extension faculty and staff.

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

            i. Maureen shared that the GDPR research has been passed along to Brian Niehoff, who will be chairing the new campus committee to develop and implement GDPR policy and procedure. Maureen also indicated that the Office of General Counsel is encountering several examples of contracts where GDPR language is required to ensure that the university is in compliance with

standards. The Office of General Counsel are making those modifications to vendor agreements on a case by case basis as contracts are brought to their attention.

XIX.   Review assignments for next time (5 mins)

XX.   Adjourn

a.   Loren moved and Joel seconded the motion to adjourn and the committee adjourned at approximately 9:30am.

FUTURE MEETINGS:

5/14 (Tue), 9:00–10:00am, 124 Bluemont
6/18 (Tue), 9:00–10:00am, 124 Bluemont
7/9 (Tue), 9:00–10:00am, 124 Bluemont
University Records and Information Management Committee meeting

Minutes, 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.   Present: James Bach, Frieda Beat, Hanna Manning, Ryan Leimkuehler, Cliff Hight, Loren Wilson, Chad Currier, Monty Nielsen, Ethan Anderson, Megan Rohleder

b.   Minutes from April 9 meeting

i.   Ryan moved to approve the minutes. Frieda seconded the motion, and the approval of the minutes passed unanimously.

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

a.   Move date of June meeting (Cliff)

i.   Cliff proposed to move June meeting to June 18 at 9:30am.

ii.   Meeting moved to June 18th.

b.   Monty's last day is June 30. Replacement on the committee will be the interim registrar they will attend through September meeting until new registrar is hired. Monty will bring the interim to next meeting at June 18 at 9:30.

XXIII.   Next steps (45 mins)

a.   Retention schedule entries and/or ERPs

<ol type="i" start="1">
Ryan gave a brief report on status of retention schedules with Admissions, Office of the Registrar, Office of Institutional Equity. He discussed the need for ERP's for the campus CRM, both Talisma and new CRM when decided. Ryan stated that the committee should be prepared for numerous retention schedules and ERP's in the near future.

<ol type="a" start="2">
Communications and training
<ol type="i">
Ryan is looking at options for a summer training likely in July.

Other topics (data definitions, data warehouse, digital asset management, data governance, EU GDPR, CUI, etc.)
<ol type="i">
Data Definitions and Data Warehouse: split into two task forces. (Loren)
Ryan updated on the Digital Asset Management group: Currently working on developing a list of SLA (service license agreements) to narrow down services. The committee is also reviewing literature on DAM systems and compiling statistics of their individual units.
CUI: Chad reported that the first three researchers moved into the CUI environment and more wanting into the environment. Additional good news is researchers are wanting to use the environment.
Data Governance: Cliff reported the group is transitioning to the governance side and less management side of the group's charge. They are starting the approval process for access to data/other projects by researchers and/or students.

<ol type="I" start="24">
Review assignments for next time (5 mins)
<ol type="a">
Ryan will continue to work with the Office of the Registrar, Admissions, and Office of Institutional Equity.

Adjourn
<ol type="a">
Monty moved to adjourn and Hanna seconded the motion. The committee adjourned at 9:28am.

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

Minutes, 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. Present: Frieda Beat, Lisa Shappee, Joel Anderson, Ethan Anderson, Cliff Hight, Ryan Leimkuehler, Hanna Manning, Susan Cooper, Megan Rohleder, Maureen Redeker

    b. Introductions

        i. Introduction made to Susan Cooper interim Registrar

    c. Minutes from May 14 meeting

        i. Hanna moved to approve the minutes. Joel seconded the motion, and the approval of the minutes passed unanimously.

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

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

        i. ERP for KSIS and HRIS in progress. Ryan worked with Loren to fill out the ERP forms. They are working on completing a couple area's yet on the form due to security questions for the vendor.

        ii. ERP for Talisma and TargetX in progress. Ryan is working with Jan Elsasser and Admissions to complete the forms by September ERC meeting.

        iii. Retention schedule work for Admissions and Registrar's office continue, but cannot go in front of the SRB without the previous ERPs approved.

        iv. Retention schedule work for research and extension continue.

        v. Retention schedule work for Office of Institutional Equity continue, but they requested to hold on the project until the fall semester

            1. Maureen wanted to ensure we retain employee record for as long as they are here regardless of status (student or employee, whatever status is longer)

XXVIII. Next steps (45 mins)

    a. Retention schedule entries and/or ERPs

        i. See above

    b. Communications and training

        i. Records 101 training university wide call on July 30th 12-1:15 in Leadership studies.

            1. Maureen suggested Ryan should check with Amanda McDiffett if records management slides could be added to breakout sessions or monthly training for new hires.

ii. University Shred Day planned for month of October. Effort to change the event from a single day event to a month long awareness campaign to be capped with a shred day event.

c. Other topics (data governance committee, digital asset management, policy and procedure development, etc.)

i. Cliff – Policy and development: talked about data governance committee reviewing policy documents which will overlap with the work of RIMC group. Maureen wants to include discussion of KOMA and KORA guidelines in the future. Cliff expects GDPR and CUI will impact the development of these policies.

ii. Digital Asset Management – the group continues to work through the Digital Asset Management Requirements Template V0 document. The deadline is set for mid-late August. Ryan walked the RIMC through the document and explained the intent.

iii. BYOD (Bring Your Own Device) Policy – Ryan is researching other university BYOD policies and working with Chad to eventually submit a proposal in the future.

1. Maureen stated that this has been attempted in the past and she would check to see if she had any documents from the last time through the process.

iv. Physician Assistant (PA) Program at K-State – FYI item that indicates that this new program coming on line in 2021 is working through to identify records they will generate and we will eventually see an ERP for their management system and retention schedules for their specialized series.

XXIX. Review assignments for next time (5 mins)

XXX. Adjourn

a. Joel moved to adjourn and Frieda seconded the motion. The committee adjourned at 9:39am.

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. Present: Cliff Hight, Joel Anderson, Loren Wilson, Susan Cooper, Frieda Beat, Hanna Manning, Lisa Shappee, Ryan Leimkuehler, Chad Currier, Ethan Anderson, Megan Rohleder, Angela Chauncey

b. Introductions

   i. Cliff announced that Jim Bach is no longer on the committee due to an employment change. Fran Willbrant will plan to be here until permanent replacement is selected.

c. Minutes from July 9 meeting

   i. Frieda asked for clarification on BYOD (Bring Your Own Device) from July minutes. Description was added to the minutes.

   ii. Joel moved to approve the minutes as amended. Frieda seconded the motion and the approval of the minutes passed unanimously.

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

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

   i. HRIS/KSIS – Ethan asked about 1.1 can records be deleted out automatically or manually? Loren answered that nothing is planned at this point to remove records. No information has been deleted out of system after approvals. Question about 1.2 legal holds and how they are managed, Chad stated we should just confirm that we will follow any legal hold requirement. Question about 3.1.1 – would like a few examples of formats we will add 'csv, xml, etc.' to the field. Question 3.10.2 Why is this ERP different from the Library ERP earlier this year? AWS are two separate accounts between library and central IT. AWS is located in three separate data centers. Question about 3.8.1: we will add comment how to access encryption keys Chad explained Central IT has access and can access encryption keys at any time – keys are not accessible by AWS or any employees limited to K-State. Frieda – Human Resources Information System. The committee suggested we split into two ERPs. One for KSIS and one for HRIS they will functionally be the same.

      1. Hanna moved to submit to ERC as amended for endorsement to SRB for approval. Loren seconded the motion and the submission passed unanimously.

   ii. Talisma – Angela briefly described the system. It will likely be online for at least another year. Question 3.8.1 explain how we get access to encryption keys Angela will add this information after checking with vendor. Question about 3.7: Answer only individuals who need access to data will be able to access the data. Question 2.3 is legacy data migrated? No, because this is the old system we will only migrate data out of this system into TargetX. Question 3.1 this is a sequel server database. Question 3.10: Answer there are plans to migrate to cloud eventually. Question 3.6: Answer these are business decisions and add reference to records policy.

1. Loren moved to submit to ERC as amended for endorsement to SRB for approval. Frieda second the motion and the submission passed unanimously.

iii. TargetX – Question 3.1: Angela will look into answer and ask SalesForce (vendor) follow up question about any database backend? There was no clear answer at this point. Question 3.9.1.2: Answer it is a multi-tenant. Angela will copy and paste from HECVAT APPL-21 into the appropriate fields in the ERP.

1. Frieda moved to submit to the ERC as amended and included information from the HECVAT APPL-21 for endorsement by ERC for SRB approval. Hanna seconded the motion and the submission passed unanimously.

iv. The Committee began the review of retention schedules for the Office of Admissions:

1. Discussion revolved around Admissions Applicants Enrollment Records:

- Loren asked for a definition of what recruitment term means. Recruitment term refers to the academic year the prospective students would enroll in the university. There was some discussion on if the definition should be included in the retention schedule. There was considerable discussion on who owns the record and when. Susan wanted to be clear that these records would never be deleted. Ryan will work with Admissions and the Registrar's Office to outline the workflow for these records. Does it make sense for retention length to be Recruitment Term + 20th day census then transfer to Registrar's Office for inclusion in Academic Transcript?

XXXIII.   Next steps (45 mins)

a. Retention schedule entries and ERPs

i. See above

b. Communications and training update

i. Ryan gave brief update on training/communication efforts with 54 people at RM101 July training and first Zoom meeting test run. Next training is anticipated for October 2019.

c. Other topics (evaluation management update, data governance committee, digital asset management, policy and procedure development, etc.)

i. None

XXXIV.   Review assignments for next time (5 mins)

a. Ryan will continue to work with Admission and Registrar's Office to develop retention schedules for the committee to review.

XXXV. Adjourn

    a. Frieda moved to adjourn and Hanna seconded the motion. The committee adjourned at 10 am.

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

Minutes, 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. Present: Lisa Shappee, Veronica Denison, Cliff Hight, Ryan Leimkuehler, Loren Wilson, Freida Beat, Ethan Anderson, Hanna Manning, Fran Willbrant, Susan Cooper, Maureen Redeker, Chad Currier, Joel Anderson, Sara Blankley

    b. Introductions

        i. Veronica introduction as Assistant University Archivist

        ii. Fran introduction as Financial Services Representative

    c. Minutes from August 13 meeting

        i. Discussion about Bring Your Own Device (BYOD) policies and how other universities implement these policies needs to be a comprehensive solution, add BYOD to next agenda.

            1. Ryan will research what other universities are doing with BYOD policies.

        ii. Frieda moved to approve the minutes. Loren seconded the motion and the approval of the minutes passed unanimously.

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

    a. Review retention schedules to discuss here (all)

        i. See below

XXXVIII.   Next steps (45 mins)

    a. Retention schedule entries and ERPs

        i. Registrar:

1. Disclosure records:

    - Maureen discussed the need to retain disclosures for the retention length of the records related to the disclosure.

2. Academic Dismissal:

    - The committee discussed the Academic Dismissal retention schedules.

ii. Admissions:

1. Admission – Applicants Enrollment

    - Office of admissions is the office of record for different "categories." Different distinctions were requested for Undergraduate Admissions, Graduate Admissions, and Vet Med Admissions records. This should be added to the comments category.

2. Admissions – Applicants No Enrollment

    - Change from Enrollment Term to Applicant Term in the retention period field.

    - Add categories for Vet med and Graduate School in the comments section on who are the offices of record in regard to these records.

    - Since these do not deal with students, FERPA does not apply. Remove FERPA citation.

3. Admissions – Prospective Records

    - Add categories for Vet med and Graduate School in the comments section on who are the offices of record in regard to these records.

    - Since these do not deal with students, FERPA does not apply. Remove FERPA citation.

    - The committee discussed possible different series for Parents and Educators. Sara will do some research into what other universities do in regards to parents and educators.

    - The committee started a discussion about silos of other recruiting missions on campus and how to document/schedule those activities. The committee decided that this question was outside of the scope of this particular schedule, but is worth investigation by records management staff.

4. Loren moved to submit the four discussed retention schedules to the SRB with revisions discussed and Frieda seconded the motion. The committee passed the motion unanimously.

b. Communications and training update

      i.   Ryan informed the committee about a Records Management Training on October 3rd in Leadership Studies from 12-1:30pm. This will be a Zoom offered training.

          1.   Chad and Ryan will meet about cyber security month and possible collaborations.

   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

   a.   10:09 Frieda move to adjourn and Joel seconded the motion. The committee adjourned at 10:09 am.

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.   Present: Susan Cooper, Veronica Denison, Frieda Beat, Joel Anderson, Cliff Hight, Ethan Anderson, Robert Large, Jan Elsasser, Lisa Shappee, James Nitta, Debbie Eakes

   b.   Introductions

      i.   Office of the General Counsel: Robert Large

      ii.   Office of Institutional Equity: James Nitta and Debbie Eakes

      iii.   Business Intelligence and Analytics: Jan Elsasser

   c.   Minutes from September 10 meeting

      i.   Frieda moved to approve the minutes. Joel seconded the motion and the approval of the minutes passed unanimously.

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

   a.   See below

XLIII. Next steps (45 mins)

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

b. Review retention schedules:

    i. Office of Institutional Equity: Ryan pulled Non-Discrimination Policies since OIE will follow general schedule as guidance for retention guidance.

        1. Affirmative Action Plans: clarify public facing portion is the component that would transfer to the archives and the private portion of the plan will reside with the Office of General Counsel. The committee clarified 3 fiscal years was appropriate.

        2. Annual Reports: The committee clarified 3 fiscal years was appropriate.

        3. Case Files: The committee clarified fiscal year was appropriate.

        4. Frieda moved that the retention schedules for OIE are accepted as amended to submit to the State Records Board and Joel seconded the motion. The motion passed unanimously.

    ii. Office of the Registrar:

        1. Academic Fresh Start: Clarified what the series of records are. They are records related to the alternate GPA record created for a particular student.

        2. Application for graduation records: No issues were raised.

        3. Approved program plan changes: No issues were raised.

        4. Bio-Demo Change Form: Cliff requested the title of the records series be spelled out instead of shortened versions. The committee then discussed the question is 50 years long enough? The committee determined that enough information is captured in other records that they are not needed longer than 50 years.

        5. Class Rank Records: the committee requested a clarification to the description.

        6. Commencement Programs: The committee changed the retention period to permanent.

        7. Degree Statistics: The committee asked for a clarification on what these records contain. This series includes statistics related to but not limited to number of degrees by college, race, gender, etc. of awarding degrees. Cliff asked check with KBI and how they structured their retention schedule with a similar records series.

        8. Frieda motioned to approve retention schedules as amended to submit to the State Records Board for approval Joel seconded the motion and it passed unanimously.

XLIV. Review assignments for next time (5 mins)

XLV. Adjourn

a. Susan moved to adjourn Joel seconded the motion and the committee adjourned at 10:01am.

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. Present: Veronica Denison, Cliff Hight, Barb Nagle, Susan Cooper, Hanna Manning, Frieda Beat, Ryan Leimkuehler, Chad Currier, Ethan Anderson, Robert Large, Joel Anderson

     b. Introductions

          i. None needed

     c. Minutes from October 11 meeting

          i. Chad moved to approve the minutes. Frieda seconded the motion and the approval of the minutes passed unanimously.

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

     a. Review retention schedules to discuss here (all)

          i. See below

     b. Scheduling 2020 meetings (Cliff)

          i. Cliff announced Ryan will take over as the chair of the committee January 1st 2020 and Veronica will take minutes for the committee. Ryan will schedule meetings into the next year.

     c. Report on discussion with Jay Stephens and Gary Pratt about evaluation management proposal (Cliff)

          i. Cliff discussed the proposal to centrally manage evaluations for faculty and professional staff in HCS. Jay said that this change would require an additional position in HCS to manage the increased workflow. Jay and Gary thought now was not the ideal time to make this change and we should bring this request up again in the future.

XLVIII.   Next steps (45 mins)

     a. Acalog ERP

    i.   The committee reviewed the Acalog ERP document:

    ii.   Updated language in 3.6: University Records Manager and University Archivist will be consulted in this process to make sure data is viable and accessible long term.

    iii.   Joel moved to submit ERP to ERC for approval to SRB and Chad seconded the motion. The committee passed the motion unanimously.

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

    i.   Court, Subpoena, and Other Disclosures to Third Party Records

        1.   Clarified retention schedule: added "See comments" for disposition guidance.

    ii.   Diploma Order Records

        1.   No comments

    iii.   Class add/drop records

        1.   No comments

    iv.   Enrollment count by date

        1.   Change to "yes" on ERP

        2.   Cliff asked for definition of enrollment count: Electronic record of enrollment in classes for a particular term. The committee added this clarification to the retention schedule.

    v.   Enrollment Summary by Section

        1.   Clarified retention period: 5 years from last date of attendance then destroy

    vi.   Enrollment Verification Records

        1.   Change title to better reflect the records and add word "requests" into description.

    vii.   Tuition/Fee Waiver Records

        1.   Request to Define out fee type waver codes

        2.   Spell out GTA, GRA, etc.

        3.   Add FERPA Citation

    viii.   General Catalogs

        1.   Cliff asked: What is the role of university archives with catalogs? Is registrar's office the record copy or is archives? Archives is the record copy and Registrar's office is the convenience copies.

    ix.   Grade Change Records

        1.   No comments

    x.   Final Grade Roster

1. Add "each course" clarification

    xi. Graduation Honors

        1. Add reference to ImageNow

    xii. Graduation List

        1. Clarify what year is electronic and what year is paper

    xiii. Registrar Hold Form

        1. Change retention to "Retain until hold is released"

        2. Clarify title "Registrar Hold Record"

    xiv. Honor Pledge Violations Records

        1. Clarify description and Title

  c. Hanna moved to accept retention schedules as amended for submission to SRB and Frieda seconded the motion. Motion passed unanimously.

XLIX. Review assignments for next time (5 mins)

L.   Adjourn

  a. The committee adjourned at 10:02am.

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