University Records and Information Management Committee meeting

Minutes, 12/10/2019, 9:00 a.m.–10:00 a.m.
124 Bluemont Hall, https://ksu.zoom.us/j/530431587

Ethan Anderson, Robert Large, Cliff Hight, Lisa Shappee, Joel Anderson, Barb Nagel, Susan Cooper, Megan Rohleder, Jan Elsasser, Veronica Denison, Frieda Beat, David Brown, Hanna Manning, Memory Buffington

I.   Welcome and standard business (5 mins)

    a.   Introductions:

        i.   David Brown was introduced for HCS. He is the new director of payroll and HR compliance.

        ii.   Memory Buffington was introduced to the committee as the representative for Financial Services.

        iii.   Jan announced – Imagenow upgrade and retention module demo December 11th at 1:00pm.

    b.   Minutes from November 12 meeting

        i.   Ryan will correct Barb's last name to Nagel.

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

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

    a.   Review draft retention schedules to discuss here (See Below)

    b.   Jan moved to approved submitted retention schedules excluding Proof of Dependency Records, Census Reporting Records, and Regents Report records and Hanna seconded. The motion passed unanimously.

III.   Next steps (45 mins)

    a.   Retention schedule entries (Office of the Registrar)

        i.   Letters to Students for Tuition Reassessment:

            1.   Clarified description to further define the record series.

        ii.   NCAA Records:

            1.   Clarified title to "NCAA Academic Progress Reporting Records"

        iii.   Non-Disclosure Request Records:

            1.   Clarified description that it is directory information not personal information.

            2.   Clarified the Retention Period – "Retain non-disclosure records permanently or until student removes hold. Once disclosure release

forms are received all records retained one calendar year post receipt then destroy.

    iv. Proof of Dependency Records:

        1. Pulled from consideration – needs a wider look at all units who collect this information.

    v. Census Reporting Records:

        1. Pulled from consideration – need to talk to institutional research about scope of data needs/ownership.

    vi. Regents Report:

        1. Pulled from consideration – combine this series with census reporting records.

    vii. Reinstatement Records:

        1. Clarified description that this is only for dismissed students.

    viii. Residency Application Records:

        1. Clarified different office responsibilities:

- Office of Registrar – continuing students
- Graduate School – graduate students
- Office of Admissions – incoming students

    ix. Out of State Appeals Board Records:

        1. Series includes correspondence, student application packet, and decision letter.

        2. Move historic board reference to comments section

        3. Clarified retention period: 5 calendar years after last date of attendance pending no legal holds

b. Guidance for grievance records

    i. (Not covered in the meeting)

c. Bring Your Own Device policy development

    i. (Not covered in the meeting)

IV. Review assignments for next time (5 mins)

V. Adjourn

a. Frieda moved to adjourn and Jan seconded the motion. The committee adjourned at 10:00am.

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

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

Ethan Anderson, Robert Large, Cliff Hight, Lisa Shappee, Susan Cooper, Hanna Manning, Ryan Leimkuehler, Veronica Denison, David Brown, Frieda Beat, Kelley Brundage, Terry from McCain joined us

I. Welcome and standard business (<5 mins)
a. Introductions
   i. Kelley Brundage was introduced for the Office of the Registrar. She is the new university registrar.
b. Minutes from December 10 meeting
   i. Hanna moved to approve the minutes. Frieda seconded the motion and the approval of the minutes was passed unanimously.
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
   i. We have many new members, Cliff discussed the historical aspect of the committee and how the committee started. Ryan discussed PPM 3090 and his role as RM, and showed the ARM website. Ryan also discussed the retention schedule forms.

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
   1. Ryan revised spelling errors
   2. Retention period: Changed to add "audit requirements have been resolved"

3. Series description was revised to clarify that personal contact information added
   ii. Show Report
      1. Series description clarified that attendees are the names of those who purchased tickets
      2. Marked that they will be kept electronically as well
   iii. Show Report Box office
      1. Ryan fixed spelling errors
      2. Clarified the title—no change
   iv. Volunteer List
      1. Series description clarified to confirm that it is personal contact information
      2. Retention period was discussed and kept at two years
b. Retention schedule entries (Office of the Registrar)
   i. Semester Honors List
      1. Series clarified that it is just the semester honors list
   ii. Transcript Requests
      1. Retention period was discussed and changed from permanent to 3 fiscal years and then destroy
      2. Series description changed to include that these are "KSU official" transcriptions
      3. Clarified that this is just the official request, with no correspondence
      4. Title changed to "KSU official transcript"
      5. Clarified that these are replacing transcript order form series
      6. No ERP required since retention period was changed, that box was unchecked
   iii. Transfer Transcripts for Current Students
   1. Retention period: Changed to 5 years after last date of attendance from 5 calendar years
   2. Clarified these are transcripts from other institutions, in series description changed to current/enrolled students from "current students"
   iv. Withdrawal Records
   1. (combined with add/drop schedule) pulled from consideration
      c. Ryan entertained motion to approve all records as revised, Kelly approved, Hanna seconded the motion and they were passed unanimously.
d. Guidance for grievance records
      a. Cliff discussed background of grievance records on campus, and the meeting a month ago with various offices in K-State. Different retention lengths for different types of grievances. Determine what truly is a grievance
e. Bring Your Own Device policy development
      a. No one from IT was at the meeting. This will be covered at a later meeting.

V. Review assignments for next time (5 mins)

VI. Adjourn
   A. Frieda moved, Kelly seconded and the committee adjourned at 9:57

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

David Brown, Ethan Anderson, Ryan Leimkuehler, Hanna Manning, Veronica Denison, Joel Anderson, Chad Currier, Megan Rohleder, Kelley Brundage, Lisa Shappee

I) Welcome and standard business (<5 mins)
   a) Introductions
   b) Minutes from December 10 meeting
      i) Fixed Kelley's first name
      ii) Joel moved to approve the minutes. Kelley seconded the motion and the approval of the minutes was passed unanimously.
II) Report on assignments from previous meeting (<5 mins)
   a) Report on SRB meeting January 16th
      i) Out of State Appeal Board records was not approved by the SRB. They were concerned about the retention period being "attendance pending no ongoing litigation." Discussed changing it to "attendance pending no ongoing appeals." Perhaps have a clearer explanation, and Kelley or someone from her office will be going to the next SRB meeting.
   b) Report on Records Management 101 Training
      i) About 15 people in person, about 15 via Zoom. Next step will be to figure out other places to market and perhaps more targeted messaging with offices and colleges. Kelley suggested an online option or automated module with a test, and there was a discussion about other projects and ways to have people involved that doesn't include a set time or training. Perhaps announcing the training at other University committees. Having a compliance certificate or track—"Records Management certified".
III) Next steps (~30 mins)

a) Guidance for grievance records
  i) Report on the last meeting
    (1) Ryan shared notes from the initial grievance meeting on December 5, 2019. Asked for guidance regarding grievance formats, grievance categories, and involved offices.
  ii) Discuss next steps
    (1) Defining what a grievance is, and what has been classified as a grievance but actually isn't.
    (2) Developing an if/then type of document—"If this type of grievance happens, then it generally has to go to this office."
    (3) One main retention schedule with all grievance types listed out, or multiple retention schedules based on type of grievance?
    (4) Defining actual, useful policies for guidance regarding grievances.
b) Bring Your Own Device policy development
  i) Refresh on efforts to develop policy at KSU
  ii) Discuss next steps
    (1) Chad will work with Maureen to develop a policy, and include Ian and Ryan on the conversation.
    (2) Kelley suggested going in with an audit and compliance component.
c) Future retention schedules and ERPs
  i) Libraries
  ii) Human Ecology
    (1) Change to "Health and Human Sciences" since the name changed
  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
  a) Joel moved, Kelley seconded, adjourned at 10:00

FUTURE MEETINGS:
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, 04/14/2020, 9:00 a.m.–10:00 a.m.
Zoom, https://ksu.zoom.us/j/968492639

Ryan Leimkuehler, Veronica Denison, Hanna Manning, Lisa Shappee, Robert Large, Megan Rohleder, Joel Anderson, Chad Currier, Robert Large, Cliff Hight, Memory Buffington, Ethan Anderson, David Brown, and David Warren from the Office of Institutional Research

VI) Welcome and standard business
    a) Introductions
        i) David Warren from Office of Institutional Research joined us
    b) Minutes from February meeting
        i) Hanna Manning moved to approved, Chad Currier seconded. Minutes were passed unanimously.
    c) It was mentioned that the Office of General Council sent out a page for guidance related to open meetings. Since the RIMC is an open meeting, there is no password. Robert Large said there are new requirements for open meetings that are online: meetings should be advertised-provide links and instruction for access, and when someone is speaking each person should say their name so it's easy to identify who is speaking.

VII) Report on assignments from previous meeting
    Note: The order of the agenda was changed to cover Retention Schedules first.
    a) Retention Schedules
        i) Office of Institutional Research
            (1) IR Common Data Set Records
                (a) Discussion on if we should change "reports" in the description to "data" since the description is similar to Government Reports Records. Ryan will check the organizational guidance on these records.
                (b) Under retention period archived, clarify when it will come to the archives. Probably do annual capture in archive-it. These are typically posted online in February.
                (c) ERP: IR Data Cube needs to be approved by the ERC
                (d) Access restrictions changed to "None" since the report should have no personal information
            (2) IR External Government Report Records
                (a) New proposed language under series description, which further described abbreviations in original description and condensed the listing of type of records
                (b) Ryan will edit the new description to include IPEDs and to spell it out
                (c) Retention period edited to note there will be an annual transfer to the archives
            (3) IR External Public Report Records
                (a) New language was proposed to spell out acronyms in the series description
                (b) Retention period: Clarified 5 academic years and then destroy
                (c) David Warren confirmed that the information in these reports is also in other reports, so it's okay to destroy
                (d) Ryan unclicked "ERP" box since it doesn't meet the requirement to necessitate the ERP
            (4) IR Internal Report Records

(a) New language was proposed under the series description.
(b) The question was asked to clarify "internal" in the description. David Warren and Ryan clarified internal means "University"
(c) David Warren clarified that the academic year time frame they use is "summer, fall, spring". As a side note, the Data Standard Committee will probably at some point define what an academic year is
(d) Ryan unclicked "ERP" box since it doesn't meet the requirement to necessitate the ERP

Ryan entertained motion to approve Office of Institutional Research retention schedules as amended for submission to the State Records Board. Joel Anderson moved. David Brown seconded. They were approved unanimously.

ii) Data Cube ERP Discussion
   (1) This is still being worked on and will not go through State Records Board until the Data Cube is approved by the ERC
iii) KSU Libraries
   (1) Library Reference Requests
      (a) New language added to series description
      (b) Clarification that this gives the permission to destroy the data, and keep statistics
   (2) Library Outreach Tracking
      (a) New language was added to series description
      (b) The aggregated data of the number of participants is separate from the retention schedule. This data would be in the Dean's Report annually or monthly. The retention schedule gives permission to remove the data from LibInsight

Ryan entertained motion to approve the KSU Libraries retention schedules. Hanna Manning moved. Joel Anderson seconded. They were approved unanimously.

iv) Physician Assistant Program update
   (1) Ryan is working on retention schedules, and the first drafts have been set to the Program. Will probably be reviewing these at the next RIMC meeting. We will also probably be looking at approving another ERP.
v) BYOD Policy update
   (1) Chad Currier said that the group has met to discuss all policies that need to be revised, and there is a plan to move forward.
vi) Grievance Records update (Did not get to this)
VIII) Adjourn
  a) Chad moved, Memory seconded. Vote was unanimous. Adjourned at 10:01AM.

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

Minutes, 06/09/2020

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

Ryan Leimkuehler, Veronica Denison, Hanna Manning, Ethan Anderson, Jan Elsasser, Joel Anderson, Lisa Shappee, Aaron Good, Cliff Hight, Chad Currier, Elliot Young, Megan Rohleder, David Brown, Chad Currier, Memory Buffington

Two guests representing the Physician Assistant Program Marin Dowlin and Sujatha Prakash

I. Welcome and standard business
   a. Introductions
      i. Aaron Good-OGC, taking over for Robert Large on the group
      ii. Elliot Young-Risk Compliance Officer
   b. Minutes from April meeting
      i. Ryan entertained motion to approve minutes, no one was opposed. Minutes passed unanimously.
II. Report on assignments from previous meeting
   a. Retention Schedules
      i. Physician Assistant Program Retention Schedules and ERP
         1. ERP Draft – Exxat
            1. Question asked: What if someone else wants to use this system? We can edit the Record Series on the cover sheet of the ERP.
            2. Discussion regarding retention module. After 5 years, they will extract the records and save them. Each cohort in PA Program has its own database set.
            3. Question asked: Will there be patient records within this system? No.
            4. It was clarified that this is supervisory information from their clinics. As a program, they will not see any patient data, this includes anonymized data.
            5. We need more clarification for section 3.5 regarding the security audit. Ryan might need to work with PA Program to connect with Exxat to ask. Chad will send Marin form in order to reach out to Exxat for them to fill out.

6. Question regarding section 3.8.1: If the system is encrypted where are the keys? The keys likely housed in Microsoft Azure. We can always ask who owns the data, and make sure that in the contract it's listed that we own the language. Change the statement to reflect that this outlined in the contract.
7. Section 3.9.1.1: There needs to be a business continuity plan. Marin and/or Sujatha will need to ask the vendor to determine if it's month or quarter.
8. Section 3.9.1.1: The ERP says it's multi-tenant. Who are the tenants? Does the contract only apply to K-State? Yes. The data will not co-mingle. Ryan will make a note that no data mingling will occur.
9. Section 3.10.1: Ryan added that the data centers are in eastern and western US.
10. Question asked: If we approve it contingent on edits, could it get on agenda for ERC meeting? Megan will need it by Friday in order to get on the agenda.

Ryan asked for a motion to move to approve. Joel moved to approved as amended. Chad seconded. Approved to go to ERC with amendments.

2. Academic Advising Records
   1. There is currently no academic advising records retention policy. This is currently specific to PA program, but in the future may cover all University wide academic advising records.
   2. They do not currently know where the advising records are stored. Likely in Canvas, Sujatha Prakash will check.
   3. Series description: Give more examples of records in this series.
   4. PA should be spelled out.
   5. Ryan will table this until next month.
3. Dismissal Records
   1. PA should be spelled out.
   2. How do the records transition from PA Program to the University Registrar?
      1. We will need someone from Registrar's Office to clarify.
   3. Retention period should be changed to "75 years after dismissal"
4. Promotion Progression and Professionalism
   1. Question asked: Should this go to the Archives? It is what other schools have done, and it might be an accreditation requirement. Veronica would like to know more about what information is within the documentation and if it can be made publicly accessible.
   2. Question asked: Where are the records maintained? In Exxat until extracted.

III. Adjourn
    a. Motion to adjourn. Jan moved. Veronica seconded. Adjourned at 9:59.

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

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

Veronica Denison, Ryan Leimkuehler, Aaron Good, David Brown, Hanna Manning, Jan Elsasser, Joel Anderson, Kelley Brundage, Cliff Hight, Memory Buffington, Lisa Shappee, Ethan Anderson, Chad Currier, Elliot Young, Megan Rohleder,
Marin Dowlin and Sujatha Prakash on behalf of PA Program

I. Welcome and standard business (<5 mins)
    a. Introductions
    b. Minutes from June meeting
        i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EVfaSicYmjFKgj9nJVWTAxIBgB H1jEdAQ-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/Eoi1Q2ExDkdCv zBnDqjxrSoBoTRIr21rg6qp3HfX8RnN1A?e=8hrdR7)
            1. Academic Advising Records (discussed previously)
                1. Clarified that it is not grades, but the records are the notes from the meetings with students.
            2. Dismissal Records (discussed previously)
                1. There was some discussion with Kelley Brundage about who are the owners of Dismissal records. This could be a joint partnership.

2. Retention period language change: "Graduation" to "Dismissal"
        3. There was also some questions around the retention period being 75 years. Sujatha will check on it.
3. Promotion Progression and Professionalism (<mark>discussed previously</mark>)
        1. Continuous process where the students are being evaluated weekly. These are the records of that weekly evaluation process. They are for each semester and for each class.
        2. This is a requirement of the accreditation body.
        3. The description of this series just needs to be clarified more.
        4. Do these really belong in the Archives? The University Archives would need specific documentation on what this looks like in order for us to decide if it's something that is archival.
4. Remediation Records
        1. Vet Med might have something similar. The series description needs further description.
        2. "Remediation" should be described further and in terms of what it means to the PA Program.
5. Results of Selection Interviews
        1. These are the records of when they apply and are interviewed into the Program.
        2. Whether or not they conclude the program, the retention period is by cohort.
        3. Does this include all applications they receive and do not admit into the program? Kelley suggested they should break this up and have a retention period for people who are not admitted and a separate one for those who are admitted. Sujatha will talk to people in her department and get back to us.
6. SCPE Assignments
        1. Questioned asked if there's a reason these are separate from Promotion series? Yes. The series description will clarify why this is unique from the other series.
        2. Retention Period would be 5 years after graduation.
7. Student Health Records
        1. These records are kept with the department and separate from the Lafene Health Center records.
        2. The description will be edited to clarify the frequency of the tests needed for the Program
8. Student Performance in Program
        1. These records contain the overall performance that takes everything in consideration

We cannot approve on the condition of revisions since there are many edits that are needed. We will go over these again and approve the next meeting.

    b. University Data/Records Storage Guidance Discussion (Teams, W:Drive, etc.):
        i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EY92zhkFfrVEgDs1felirLgBRS6TMI8xXYLSG_l8bA_kbg?e=843wYP

        Discussion: The Registrar's Office is using teams for a lot of things. And is using it for class schedule and student enrollment issues. There are offices that will use chat and instant messaging regularly.
        Substantial should be described more.
        There does need to have a retention schedule on chat. There is no easy way to do discovery within chat. 30 days? But we need to make sure it isn't a long-term artifact storage, and we need to do that sooner rather than later.
        Chat should be for brief conversations. OGC would prefer 7-10 days kept.
        Teams can be synched to personal machines, so there should be no sensitive materials in teams. So sensitive needs to be defined because it could mean different things to different people.
        There should be an analysis of how Teams are being used.
        There was also a lot of discussion about personal data and security.

    c. BYOD Policy Update/Discussion: (didn't get to)
        i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/Ee9RwT0AduNFv_FdxKkyKmkBspHdn5mQszZp0Za3seCevQ?e=vxFZkg

    d. Email FAQ Guidance: (didn't get to)
        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? (didn't get to)

IV. Review assignments for next time (>5 mins)
    I. People can comment and make changes on the policy documents if they want.
    II. For August meeting, we will focus on the policy documents and not retention schedules.

V. Adjourn

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
08/11 (Tue), 9-10:00am, Zoom	State Records Board (July)
	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)
  Veronica Denison, Ryan Leimkuehler, Joel Anderson, Cliff Hight, David Brown, Aaron Good, Hanna Manning, Ethan Anderson, Elliot Young, Memory Buffington
        a.   Minutes from June and July meeting
               i.https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EVfaSicYmjFKgj9nJVWTAxIBgBH1jEdAQ-ImOnAGui_tMA?e=8dtPF6
                    i.   Hanna moved to approve, Joel seconded. Approved unanimously.
              ii.https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EeDq2F8gr7RDjppLnT1479ABImyHFSM0WQ4wE_2fmU1NgA?e=S8D85D
                    i.   David approved, Joel seconded. Approved unanimously.

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
               Discussion:

- Perhaps change the wording for the last bullet point under key concepts regarding opening personal accounts to litigation. Many people don't understand that if they are doing work in a space that is not maintained by the University, those accounts can still be accessed if requested.
- How can we push out and develop handouts regarding the Teams guidelines? It's pretty easy, we just have to contact someone.
- We might want to get feedback from others to help strengthen the document.
- How will the guidelines become known? Ryan said: Probably the Records Management website, and K-State Today, and including it in future record trainings, and potentially pushed out by IT. Data Governance will also probably review this.
- Has Ryan reached out to other KBOR institutions? Yes, but some haven't respond, and those who have responded said they are not addressing this. It was suggested that Ryan might want to reach out to other IT groups within KBOR institutions.
- Next step is to talk with Chad and others in IT to make sure it fits with their vision, and then going forward.

        b.   BYOD Policy Update/Discussion:
               i.https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EYU8ZzotsnVOipSFJDcR3kMBGR6Dgdi97U4Yrse1jTam0g?e=syrGFq
               Discussion:

- Suggested to remove HIPAA because it might not apply to a lot of information we have. We might have hybrid FERPA/HIPAA entities. Aaron will follow-up with Ryan about this.
- Same language was noted as the Teams Guidelines regarding people who are doing work in a space that is not maintained by the University

- Maybe clarify that there shouldn't be an expectation that the University will reimburse someone if they break their own phone. Question: Are there people who have agreements with the University in regards to using their personal devices? Answer: Possibly within their own college or department.
- If anyone is aware of any other policies and regulations related to BYOD, please put them in the document.
- This could be shared with Chad and Jan for input, and then moved on to Data Governance.

 c. Email FAQ Guidance: (did not get to this)
   i.https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZBJ93XbxE1Er4QA91SauocBnDjPk38-h5cwloRgHwlcLA?e=EFksRs

V.Adjourn
 Joel moved, Memory seconded. Adjourned at 3:02.

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

University Records and Information Management Committee meeting
Meeting Minutes, 10/13/2020, 9:00 a.m.–10:00 a.m.
Zoom, https://ksu.zoom.us/j/968492639
Present: Veronica Denison, Ryan Leimkuehler, Susan Cooper, Aaron Good, Chad Currier, Ethan Anderson, Hanna Manning, Joel Anderson, Lisa Shappee, Megan Rohleder, Memory Buffington, Cliff Hight

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

   Motion to approve minutes: Moved by Hanna, Seconded by Joel. Approved unanimously.

 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

Chad said he doesn't have immediate concerns.

Can it move on to Data Governance and Faculty Senate Committee on Technology? Chad thinks it looks good to move on.

Chad said he can take it forward to Data Governance for feedback.

We decided we do not need to approve in this Committee since documents are going to Data Governance and FSCOT for feedback.

b. Email FAQ Guidance:
i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZBJ93XbxE1Er4QA91SauocBnDjPk38-h5cwloRgHwlcLA?e=EFksRs

Ryan clarified that it is not a policy, but it's a document that will be attached to the Email Policy.

Chad: In the future automatic forwarding to Gmail will not be allowed.

Ryan envisions this living on the Records Management site. Chad said he thinks it can be referenced in the new email policy as well.

Should we send it on to FSCOT or Data Governance? They might like to look it over to be in the loop.

Ryan will send this document to FSCOT and Data Governance. No objections.

c. BYOD Policy Update/Discussion:
i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EYU8ZzotsnVOipSFJDcR3kMBGR6Dgdi97U4Yrse1jTam0g?e=syrGFq

Chad: This document will be the retention side of BYOD. IT is currently working on the Technical Requirements BYOD Policy.

Ryan would like these linked with the Technical Requirements Policy

Aaron will look at other University Policies.

There was a question about what "University Community" means and Ryan will change it to make sure the policy reflects it's meant for University employees.

We will move this document forward to Data Governance and FSCOT for feedback. No objections to this action.

III. Next steps (5 mins)
a) Update on Retention Schedules.

Still working with PA Program. Global Campus will have some coming in. Has been in contact with Ian and Joel about starting the process for research and data records.

IV. Adjourn at 9:50AM.

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

University Records and Information Management Committee meeting
Minutes, 11/10/2020, 9:00 a.m.–10:00 a.m.
Zoom, https://ksu.zoom.us/j/968492639
Present: Veronica Denison, Ryan Leimkuehler, Cliff Hight, Aaron Good, David Brown, Jan Elsasser, Joel Anderson, Ethan Anderson, Hanna Manning

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

   Motion to approve minutes: Moved by Jan, Joel seconded. Approved unanimously.

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

   Background: The Division of Information Technology is creating a Decision Memo—Retention of Zoom Cloud recordings for university accounts. Therefore, this retention schedule was updated to reflect that audio visual recorded lectures will be retained 180 days and then destroyed. Ryan added the audio visual recorded lectures to the Course Content Records Retention Schedule instead of creating a new Retention Schedule. This will have to go to the State Records Board for approval.

   Discussion: We may want to make it broader than just lectures, but to reflect all recordings of course content. Ryan said he can drop "lectures" from "Audio visual records lectures" and rephrase to "Audiovisual cloud based recordings of instructional sessions will be retained 180 days" and move that section up to the beginning of the paragraph.
   There should be clarification that the 180 days only reflects the class sessions since some instructors might create A/V outside of instructional purposes but which are used during teaching.

Since this is strictly referring to cloud based storage, we should change the schedule to reflect that since these files can be saved on personal work computers.
Some of this could be addressed more in policy and not retention.
Uncheck Electronic Recordkeeping Plan since materials not destroyed that are considered historically relevant will be kept for five years and then exported out.
Ryan will get clarification from Chad before sending it to the State Records Board.

Motion to submit as amended, Cliff moved, Hanna seconded. Approved unanimously. It will be submitted to the State Records Board.

b. University Data/Records Storage Guidance Discussion (Teams, W:Drive, etc.):
   i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EaeT2wekNSxFkopjmSCTp1AB GJHxkrt5nOa5D_oZ9U2M8A?e=2UeiDF
c. Email FAQ Guidance:
   i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZBJ93XbxE1Er4QA9 1SauocBnDjPk38-h5cwloRgHwlcLA?e=EFksRs
d. BYOD Policy Update/Discussion:
   i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EYU8ZzotsnVOipSFJDcR3kMBG R6Dgdi97U4Yrse1jTam0g?e=syrGFq

III. Next steps (5 mins)
University Data/Records Storage Guidance, Email FAQ Guidance, and BYOD Policy Update will go to FSCOT next week, so we will have feedback to go through next meeting. Now we need to determine where these will go, which we can speak about at our next meeting.

Cliff asked a question regarding text messages being transitory. Aaron Good responded and said it is presumed the vast majority of text messages are not being created to conduct University business. If the message exists, then it is open to KORA. While many see chats and messages as transitory, there are some people who do not see it that way and do conduct business that way. Whenever OGC does a supervisory training, they explain that if doing business on the phone the person might have to turn their phone over to get information from it.

IV. Review assignments for next time (>5 mins)
We have several retention schedules coming in with the PA Program, hopefully in the next meeting or two. University Data/Records Storage Guidance, Email FAQ Guidance, and BYOD Policy Update documents will also be reviewed at the next meeting.

V. Adjourn
Motion to adjourn: Cliff moved, Joel seconded. Adjourned 9:52AM.

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

01/12/2021 (Tue), 9-10am, Zoom	Electronic Records Committee (March)
02/09/2021 (Tue), 9-10am, Zoom	

University Records and Information Management Committee meeting
Minutes, 12/08/2020, 9:00 a.m.–10:00 a.m.
Zoom, https://ksu.zoom.us/j/968492639

Present: Ryan Leimkuehler, Veronica Denison, Hanna Manning, Ethan Anderson, Memory Buffingtion, Lisa Shappee, Megan Rohleder, Cliff Hight, Joel Anderson

Guest: Marcina Ritter

I. Welcome and standard business
   a. Minutes from November meeting
      i. https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EZyXQ-TlvZRLqgIFq4lNSf4BamFTwKHsAnbYdLrP6PWWUA?e=bp1ZKJ
Minutes approved unanimously.

II. Report on assignments from previous meeting
   a. Report of discussion with Data Governance Committee and FSCOT
      a. These all went in front of Data Governance about three weeks ago. There was a discussion on what needs to be updated. We are currently waiting for the second read by Data Governance and FSCOT in order for it to go to vote for endorsement within those entities. Ryan is currently working through the drafts to update with suggestions.
      b. Final vote, or campus-wide rollout, will probably be around February.
   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: Schedules emailed and link to schedules here: https://ksuemailprod.sharepoint.com/:f:/s/RIMC/Ejwbf3ltENRBkMoRoH-F0RoBSiCJr9RjttHfWR6Gu78gpw?e=gMwOOW)
   a. Global_Campus_Agreements

a. Should there be a retainment period prior to it being transferred to the Archives? Marcina thinks they can go when the agreements are ended. Wording will be changed to include that the records will be appraised by the Archives since not everything will have to go there.
b. Spell out MOU and MOA.
c. Question: Why is this just Global Campus? Should it not reflect the larger university? Answer: This could be the starting point for other offices on campus, and eventually start wrapping the larger university into it.
d. Include in the series description that the series doesn't include purchasing contracts. And include in comments a reference to the purchasing contracts retention schedule.
e. Reword it to include more of an understanding of what is in these series.
f. Question: Are there confidentiality clauses in the agreements? Answer: Not that they have seen.

Motion to approve as amended. Memory moved to approve, Cliff seconded. Approved unanimously to move on to the State Records Board.

b. Global_Campus_Course_Catalog_Records
a. Clarification: These are separate from the Registrar's Office course schedules. This includes UFM.
b. We need to know what record system the electronic records are currently being stored. State Records Board will probably want to know.
c. Global Campus does not need to be permanent retention office. Send a copy to the archives every fiscal year. Global Campus will retain their copy for three years and then destroy.
d. Record Format is both paper and electronic.
e. Include UFM in the description
f. UFM is not an acronym.

Motion to approve as amended. Memory moved to approve, Joel seconded. Approved unanimously to bring to the State Records Board.

c. Global_Campus_Publication_Records
a. There's a state general schedule for publications already, so we will follow that retention schedule (0091-000). Therefore, we will remove this retention schedule.

IV. Next steps
a) There are people who go to meetings consistently, however others do not. Ryan will reach out to see if they'd like replacements.
b) Next Records Management training will likely be in February.

V. Adjourn
Motion to adjourn. Memory moved, Joel seconded. Adjourned at 9:45.

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

03/09/2021 (Tue), 9-10am, Zoom	