

## University Records and Information Management Committee meeting

Agenda, 08/08/2023, 9:00 a.m.-10:00 a.m.

Attendees:

Zoom, <https://ksu.zoom.us/j/94301190332?pwd=TDUvUmE3djUrenhDc2ZteWhrakQ2QT09>

or Hale Library 508g

- I. Welcome and standard business (<5 mins)
  - a. Introductions
- II. July Minutes: [RIMC Minutes2023-07-11.docx](#)
- III. Report on assignments from previous meeting (<5 mins)
  - a. CatFiles Reduction – Pilot and Beyond
    - i. Updates and announcements
    - ii. Libraries – Ongoing
    - iii. Care – Retention Schedules (Below) Wrapping Up
    - iv. Student Access Center – Finished
    - v. Presidents Office – Just started
- IV. New Business: (30-45 min)
- V. Retention Schedules:
  - a. Libraries:
    - i. Fines
      1. [Retention Schedule Form LUS Fines.pdf](#)
  - b. CARE office:
    - i. Client Records
      1. [Retention Schedule Form CARE Client.pdf](#)
    - ii. Climate Survey Records
      1. [Retention Schedule Form CARE Prevention Education - Climate Survey.pdf](#)
- VI. Retention Schedules Upcoming:
  - a. BRI
- VII. Electronic Recordkeeping Plans Needed:
  - a. Maxient
  - b. BRI Systems
- VIII. Next steps (>5 mins)
- IX. Review assignments for next time (>5 mins)
- X. Adjourn
  - a. Meeting adjournment at

<b><u>FUTURE MEETINGS:</u></b>	<b><u>UPCOMING STATE BOARD MEETINGS:</u></b>
09/12/2023 (Tue), 9-10am, (Zoom or in person)	Electronic Record Committee (September)
10/10/2023 (Tue), 9-10am, (Zoom or in person)	State Records Board (October)

11/14/2023 (Tue), 9-10am, (Zoom or in person)	Electronic Record Committee (December)
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