

University Records and Information Management Committee meeting

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

Attendees: Ryan Leimkuehler, Danielle Hall, Megan Burton, Conner Dillard (LUS-Fines), Cliff Hight, Kelley Brundage, Julie Rivera, Abby Lear, Carolyn Jackson, Chris Buchanan, Elliot Young, Aaron Good, Stephanie Foran (CARE)

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

or Hale Library 508g

- a. Due to a fire drill at Hale Library, the meeting did not officially start until 9:20 AM.
- II. Welcome and standard business (<5 mins)
 - a. Introductions
- III. July Minutes: [RIMC_Minutes2023-07-11.docx](#)
 - a. The July minutes were unanimously approved with the amendment that BRA will change to BRI
- IV. Retention Schedules:
 - a. Libraries:
 - i. Fines
 1. [Retention_Schedule_Form_LUS_Fines.pdf](#)
 - a. It was decided that the following amendments need to be added to the revision:
 - i. Keep outstanding balances for 15 years after the last check out date
 - ii. Get clarification on the word “inactive”
 - iii. Add ALMA and KSIS as approved ERP’s
 - b. It was also discussed that there could potentially be donation information in the records.
 - c. Donations will be added to the series description.
 - d. Ryan made a motion to approve the retention schedule as amended. Abby seconded. The motion passed unanimously.
 - b. CARE office:
 - i. Client Records
 1. [Retention_Schedule_Form_CARE_Client.pdf](#)
 - a. Questions about if 75 years is too long and if it could be changed to 20 years. Danielle will be working with Aaron and Stephanie to figure out an appropriate retention period.
 - b. There was discussion on what the records specifically included and who had ownership over the academic support letters.
 - c. The purposed retention schedule comments will be added to show that CARE is the office of record.
 - d. It was decided that this retention schedule will be tabled for the September meeting.

V. Adjourn

a. Meeting adjournment at 10:06 AM

<u>FUTURE MEETINGS:</u>	<u>UPCOMING STATE BOARD MEETINGS:</u>
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)