

University Records and Information Management Committee meeting

Minutes, 07/11/2023, 9:00 a.m.-10:00 a.m.

Attendees:

- Kelley Brundage, Hanna Manning, Cliff Hight, Ryan Leimkuehler, Megan Burton, Memory Buffington, Elliot Young, Abby Lear, Aaron Good, Chris Buchanan, Danielle Hall

Zoom, <https://ksu.zoom.us/j/968492639> or Hale Library 508g

- I. Welcome and standard business (<5 mins)
 - a. Introductions
 - i. Ryan introduced the new University Records Manager, Danielle Hall
- II. February Minutes: [RIMC_Minutes02-14-2023.docx](#)
 - a. Ryan gave an update on the new Registrars' retention schedules
 - i. Everything went through okay with the State Records Board
 - b. Hanna moved to approve as submitted and Kelly seconded, passed unanimously
- III. RIMC Purpose and Function (10-15minutes)
 - a. Ryan gave a quick update on where to find resources.
 - i. Teams:
 1. Previous minutes, agendas, and files relating to committee
 - ii. [University Archives and Records Management \(k-state.edu\)](#) website:
 1. Ryan informed that group that Danielle will be taking it over and updating it soon
 - iii. [Retention and Disposition \(k-state.edu\)](#)
 1. Ryan reminded the group that as a state agency we are not allowed to destroy records. And if a schedule that you need is not on the website, you need to contact Danielle Hall to be in compliance with State regulations.
 - iv. [Records Management Training \(k-state.edu\)](#):
 1. Contact Danielle Hall to train your department with a personalized form.
 - b. RIMC Responsibility:
 - i. Ryan reminded the committee that their responsibility is to help the university understand those records and how to retain them
- IV. Report on assignments from previous meeting (<5 mins)
- V. New Business: (30-45 min)
 - a. W:Drive Shutdown
 - i. Overview
 1. Resources
 - a. [Summary of W:Drive Move](#)
 - b. [CatFiles W Data Category FLOWCHART](#)
 - c. [CatFiles W Data Removal workflow](#)

2. Ryan made it clear to the committee that we are not the ones running this. We (Ryan and Danielle) are acting as consultants on it regarding creating retention schedules. IT is running this project.
 3. The reason for the move is that it is sitting on failing hardware and will fail soon. It is too expensive to maintain and will not be replaced.
 - a. Some will move somewhere else, and some will move to cold drive
 4. According to IT most do not need to be kept, but we need to talk with roughly 156 departments on their retention schedules. There will be a scan of each unit to determine what departments need to be more heavily worked with.
- ii. Pilot Phase
 1. CARE
 - i. Ryan and Danielle have a meeting with them today and will have an update next month
 2. KSUL
 - iii. Next Steps
 1. Danielle and Ryan are still working on how this is best communicated with the community.
 - iv. Questions/Concerns
 1. A concern was voiced that some departments are past state and fall within federal. These files need to be accessible and cannot go to one drive due to security reasons. It cannot be accessible to other departments
 2. A suggestion was made that it would be helpful to change wordage(messaging) that is sent out to decrease panic. For example, "Reducing a footprint instead of "It is shutting down." And to determine what is ITs outcome goal of this.
 3. Danielle and Ryan will mention these concerns and questions with Ken in our next meeting
- VI. Retention Schedules Upcoming:
- a. BRI
 - i. Danielle and Ryan recently met with BRI and are working with them to create multiple retention schedules.
 - ii. Our preliminary goal is to have at least a few to present to the State Records Board in October
 - b. Libraries – Fines
 - c. Faculty Senate
- VII. Electronic Recordkeeping Plans Needed:
- a. Any system that we use that holds records 10+years old must be registered through the State of Kansas. Some of those systems include the following:
 - i. Maxient
 - ii. BRI Systems
- VIII. Next steps (>5 mins)

- a. Over the next month or so, committee members will think about who may be missing from the committee and who should be added.
- IX. Review assignments for next time (>5 mins)
- X. Adjourn
 - a. Meeting adjournment at 9:38 am

<u>FUTURE MEETINGS:</u>	<u>UPCOMING STATE BOARD MEETINGS:</u>
08/08/2023 (Tue), 9-10am, (Zoom or in person)	State Records Board (July)
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)