

University Records and Information Management Committee meeting

Minutes, 02/14/2023, 9:00 a.m.-10:00 a.m.

Attendees: Hanna Manning, Julie Rivera, Ethan Anderson, Abby Lear, Aaron Good, Kelley Brundage, Ryan Otto, Ryan Leimkuehler, Megan Burton, Chris Buchanan, Cliff Hight

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

- I. Welcome and standard business (<5 mins)
 - a. Introductions (if needed)
- II. September Minutes: [RIMC Minutes2022-09-13.docx](#)
 - a. Cliff moved to approve as submitted and Ryan O seconded, passed unanimously
- III. Report on assignments from previous meeting (<5 mins)
- IV. New Business: (30-45 min)
 - a. RIMC Who We Are and What We Do
 - i. Resources <https://www.k-state.edu/arm/records/index.html>
 - ii. RIMC Team
 - iii. Ryan gave a quick update on where to find resources and tabled this topic until more new members were in attendance.
 - b. Registrar's Updated Retention Schedules
 - i. Housekeeping Changes:
 1. Update Degree Statistics 0654-367 office of record to Institutional Research and Assessment Office
 2. Update Enrollment Summary by Section 0661-367 office of record to Institutional Research and Assessment Office
 3. Graduation Honors 0666-367: Obsolete
 4. Honor and Integrity Sanction Records 0668-367: Obsolete
 5. Registrar Hold Records 0671-367: Obsolete
 6. Semester Honors List 0685-367: Obsolete
 7. Class Enrollment Form 0014-367: Obsolete
 8. Curriculum Change Records 0020-367: supersede into Approved Program/Plan Changes 0650-367 – will need to go in front of SRB
 9. Transcript Order Form 0067-367: supersede into KSU Official Transcript Request Records 0678-367 – will need to go in front of SRB
 10. Committee discussed housekeeping changes and as a new process approved the current format. Cliff moved to approve all housekeeping changes as submitted, Hanna seconded, approved unanimously.
 - ii. More Substantial Changes for SRB:
 1. General Catalogs 0664-367: update comments "The office of the University Registrar retains records for ten years then transfers to archives."
 - a. Added "retains records for ten academic years"
 2. Non-Disclosure Request Records 0670-367: Change to permanent and remove destruction process from comments

3. Residency Tuition Records 0673-367: update comments to add the same process for grad school as admissions ***Revised Language*** "Offices of Record: The office of the University Registrar for continuing students, Graduate School for incoming graduate students and Office of Admissions for incoming students once the student is enrolled ownership transfers to Registrars Office.
 - a. Added "Office of Admissions for incoming undergraduate students, K-State College of Veterinary Medicine for their incoming students. Once the student is enrolled ownership transfers to the Registrar's Office."
 4. Physician Assistant Program Dismissal Records 0705-367: Remove University Registrar reference ***Revised Language*** "Retain 75 calendar years after dismissal, then destroy. Records are in electronic format while active; paper format becomes the official record at conclusion of cohort term. The Physician Assistant Program is the office of record."
 5. Approved Program/Plan Changes 650-367: Update to retain 5 years
 - a. Changed" retain 5 years from graduation or last enrollment"
 6. Diploma Order Records 0659-367: Change from 2 calendar years to 3 calendar years
 7. Cliff moved to approve all substantial changes as amended for the State Records Board, Chris seconded, passed unanimously.
- V. Retention Schedules Upcoming:
 - a. Honor and Integrity Systems
 - b. Faculty Senate Records
 - VI. Electronic Recordkeeping Plans Needed:
 - a. Maxient
 - VII. Next steps (>5 mins)
 - VIII. Review assignments for next time (>5 mins)
 - IX. Adjourn
 - a. Meeting adjournment at 9:35am

<u>FUTURE MEETINGS:</u>	<u>UPCOMING STATE BOARD MEETINGS:</u>
03/14/2023 (Tue), 9-10am, (Zoom)	Electronic Record Committee (March)
04/11/2023 (Tue), 9-10am, (Zoom)	State Records Board (April)
05/9/2023 (Tue), 9-10am, (Zoom)	Electronic Record Committee (June)
	State Records Board (July)