

University Records and Information Management Committee meeting

Agenda, 0/14/2023, 9:00 a.m.–10:00 a.m.

Attendees: Hanna, Julie, Ethan, Abby, Aaron, Kelley, Ryan O, Ryan L, Megan, Chris, Cliff

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](#)
- 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 Channel
 - 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 – srb approval
 - 9. Transcript Order Form 0067-367: supersede into KSU Official Transcript Request Records 0678-367 – srb approval
 - 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."
 - 2. Non-Disclosure Request Records 0670-367: Change to permanent and remove destruction process from comments – FERPA reg any disclosure is permanent on registrar side
 - 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 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 after graduation or enrollment

6. Diploma Order Records 0659-367: Change from 2 calendar years to 3 calendar years

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

<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)

University Records and Information Management Committee meeting

Agenda, 07/11/2023, 9:00 a.m.–10:00 a.m.

Attendees:

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

I.Welcome and standard business (<5 mins)

- a. Introductions

II.February Minutes: [RIMC Minutes02-14-2023.docx](#)

III.RIMC Purpose and Function (10-15minutes)

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

V.New Business: (30-45 min)

- a. W:Drive Shutdown

- i.Overview

- 1. Pilot Phase

- a. CARE

- b. KSUL

- ii.Next Steps

- iii.Questions/Concerns

VI.Retention Schedules Upcoming:

- a. BRI
- b. Libraries - Fines

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

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
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)

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

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
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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)

University Records and Information Management Committee meeting

Agenda, 09/12/2023, 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

- i. Mary-Beth Rhoads
- ii. Jeff Hauser
- iii. Diana Loomis
- iv. Shannon Leftwich

II. August Minutes:

<https://ksuemailprod.sharepoint.com/:w:/s/RIMC/ETAAhACzslDHkvvNO6jO-54BnGfOWLNHyyJcptlwKVJ-rQ?e=a46LgX>

III. New Business: (30-40 min)

IV. Retention Schedules:

a. 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](#)

V. Upcoming Retention Schedules:

- a. BRI
- b. President's Office
- c. Academic Achievement Center

VI. Upcoming Electronic Recordkeeping Plans:

- a. Maxient
- b. BRI Systems
- c. Snowflake Systems

VII. Assignment Updates (<10 mins)

- a. CatFiles Reduction – Pilot and Beyond
 - i. Updates and announcements
 - ii. Libraries – Ongoing
 - iii. Care – Retention Schedules (Below) Wrapping Up
 - iv. Department of Agricultural - Finished
 - v. Student Access Center – Finished
 - vi. President's Office – Just started
 - vii. History Department – Just started
 - viii. Academic Achievement Center – Just started

ix. [CatFiles Destruction Form](#)

VIII. Review assignments for next time (>5 mins)

IX. Adjourn

a. Meeting adjournment at

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
10/10/2023 (Tue), 9-10am, (Zoom or in person)	Electronic Record Committee (September) State Records Board (October)
11/14/2023 (Tue), 9-10am, (Zoom or in person)	Electronic Record Committee (December)

University Records and Information Management Committee meeting

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

Attendees:

Zoom, <https://ksu.zoom.us/j/91777017427?pwd=emZ5ZEt4M1BwbHl2UE5WdzR4cStYUT09>

or Hale Library 508g

I. Welcome and standard business (<5 mins)

II. September

Minutes: https://ksuemailprod.sharepoint.com/:w:/s/RIMC/EVu3JiwWZp1Os1SjbXb0XjcBYEWLYTcEn_I1iB383c_IMA?e=6U6e8w

III. New Business: (30-40 min)

IV. Retention Schedules:

a. President's office:

i. Admin Policy

1. <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EdPi5dDQh7RFjp2X5u0x-YcBLR79BZEHQaci-Ir4hXEwzQ?e=EPWBIM>

ii. Correspondence

1. <https://ksuemailprod.sharepoint.com/:b:/s/RIMC/ESQveokRsP9LtlYDfEW3wLUBjX-mzS3jwpFAe5RuItj4ZQ?e=yhGfK1>

iii. Initiatives

1. https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EXst9ZANS8BFk2jphoqgn10BppHvJNz9QhrJ8g_neDiakg?e=e1V3bQ

iv. Reports and Statistics

1. https://ksuemailprod.sharepoint.com/:b:/s/RIMC/EVJCs_wca7VCnIPsBwB8ttQB1XI62JqAFbp-EV-x47SPIg?e=mkIF4r

V. Upcoming Retention Schedules:

a. BRI {**Biosecurity Research Institute**}

b. Academic Achievement Center

c. General Awards

VI. Upcoming Electronic Recordkeeping Plans:

a. Maxient

b. BRI {**Biosecurity Research Institute**} Systems

c. Snowflake System: Data Warehouse {Office of Data, Assessment and Institutional Research (DAIR)}

- VII. Assignment Updates (<10 mins)
 - a. CatFiles Reduction – Pilot and Beyond
 - i. Updates and announcements
 - ii. Libraries – Ongoing
 - iii. Care – Retention Schedules (Below) Wrapping Up
 - iv. Department of Agricultural - Finished
 - v. Student Access Center – Finished
 - vi. President's Office – Just started
 - vii. History Department – Just started
 - viii. Academic Achievement Center – Just started
- VIII. Review assignments for next time (>5 mins)
- IX. Adjourn
 - a. Meeting adjournment at

FUTURE MEETINGS:	UPCOMING STATE BOARD MEETINGS:
11/14/2023 (Tue), 9-10am, (Zoom or in person)	State Records Board (October)
12/12/2023 (Tue), 9-10am, (Zoom or in person)	Electronic Record Committee (December)

University Records and Information Management Committee meeting

Agenda, 11/14/2023, 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. New Member Introductions
- II. October Minutes: [RIMC Agenda2023-10-10.docx](#)
- III. New Business: (30-35 min)
 - a. Electronic Recordkeeping Plans
 - i. Snowflake System: Data Warehouse {Office of Data, Assessment and Institutional Research (DAIR)}
 - b. Flow Chart review
- IV. RIMC Purpose and Function (10 mins)
- V. Report on assignments from previous meeting (<5 mins)
- VI. Old Business: (5 mins)
 - a. W: Drive Shutdown
 - i. Overview
 - ii. Next Steps
 - iii. Questions/Concerns
- VII. Announcements: (5-10 mins)
 - a. RM101
 - b. Committee Member announcements/discussion
- VIII. Adjourn
 - a. Meeting adjournment at

<u>FUTURE MEETINGS:</u>	<u>UPCOMING STATE BOARD MEETINGS:</u>
12/12/2023 (Tue), 9-10am, (Zoom or in person)	Electronic Record Committee (December)
01/09/2024(Tue), 9-10am, (Zoom or in person)	Kansas State Records Board (January)