

Information Network of Kansas Board Meeting Minutes

June 2022 Regular INK Board Meeting June 2, 2022

Opening

A meeting of the INK Board was called to order in the Executive Conference Room at the Kansas Historical Society at 10:05 a.m. by INK Board Chair Tom Sloan with the following members present:

Lori Blake, representing the Kansas Association of School Boards
Mark Burghart, Secretary of Revenue
Kate Butler, representing the Kansas Bar Association
Jennifer Cook, representing the Secretary of State
Kristy Wilson, representing the Kansas Association of Insurance Agents
Glen Yancey, representing the Executive Branch Chief Executive Technology Officer

Others Present

Megan Burton, Senior Archivist for Public Services, Kansas Historical Society; Susan Mauch, INK Board Counsel; Duncan Friend, Information Network of Kansas; Nolan Jones, James Adams, and Ashley Gordon, Kansas Information Consortium, LLC.

Consent Agenda

The consent agenda for the meeting originally included the draft February 3, 2022 INK Regular Board Meeting Minutes; the draft May 5, 2022 INK Regular Board Meeting Minutes; the May 2022 INK Network Manager Report; the KanPay payment processing contracts for Haskell County Register of Deeds, Dickinson County Rural Water District #2, and KSU Research & Extension: Wabaunsee: KanPay Counter; followed by a contract for an online service for Middesk that would allow them to pay for receiving computer access to batch Corporation records under the Kansas Secretary of State.

Friend noted before the Consent Agenda was approved that the February 3, 2022 and May 5 meeting minutes were not yet complete and should be removed from the Consent Agenda.

Action Taken: Secretary Burghart move to approve the Consent Agenda, without the February 3 and May 5, 2022 meeting minutes, seconded by Yancey. There was no discussion. The motion was approved unanimously.

Regular Agenda

Regular Business

1) **Kansas Historical Society Public Records Program**

Megan Burton, Senior Archivist at the Kansas Historical Society used a slide deck to provide an overview of State Records Management laws and processes. During the discussion, Friend emphasized that the records scheduling process and the work of the Historical Society in general with state records closely paralleled working with the same kinds of information that INK is charged with distributing more widely. *<A copy of the presentation is attached.>*

Action Taken: None.

2) New Grant requests: Kansas Bureau of Investigation Amber Alert; Kansas State University – Mapping the Kansas Beef Supply Chain; Grant Updates (KDOR, KU Biological Survey, Governor’s Office)

Kansas Bureau of Investigation Amber Alert grant request. Friend explained that the grant proposal for two years of funding for the KBI to hire a person to be the focal point of the Amber Alert program. He noted that INK has been involved in supporting an Amber Alert application for many years. Friend pointed out that while they were asking for funding of a position, the grant application also indicated that they had worked with KIC and that the main purpose here is in support of another project that enhances the Amber Alert application that has not yet been spec’d out yet by KIC. He continued that normally there would be a contract that supported each grant award. Then, he assumed there was an existing contract for supporting the Amber Alert application. So, if KIC was going to do work, they would bring a contract to the Board as they do all the time and that work would be either an amendment or a new contract.

Friend then said that he believed the KBI had talked with Jones and Adams at KIC about the project and so they had an idea of what would be required. He also knew, from the grant application, that the Missouri project that this is based on was substantial, adding that if they used the same estimates for work they used there, it would be about \$1.4MM (7 people for a full year). So, what is not in the grant application is the specific details around the execution of that project.

Jones responded, noting to the Board that the KBI doesn’t have anyone full-time devoted to the Amber Alert project. So, if they were going to build it, they would need someone to work with. Adams had been to Missouri with the KBI and they are happy to share lessons learned. He concluded that while the proposal indicated that they had approved the project, they knew their place and, ultimately, they could tell people whether they could do something or they could not. And this was something they thought they could do.

Friend asked Jones what he thought the gap was between the large amount of resources needed in Missouri, and the thinking that Bill Smith originally expressed about KIC needing to hire some additional people with different skill sets, and the conversation Jones had that sort of “rightsized” the work. This issue would be if he had the vision for Missouri and we could deliver some of it, but not all. Jones said they wouldn’t have to build it from the ground up, then deferred to Adams.

Adams said that he thought a significant part of the duration was sort of sizing up their team and what skill sets they needed. And then to navigate the bureaucracy of the federal process (to make use of hub technology discussed in the grant proposal). Having seen their technical architecture, however, he feels like his is all in KIC’s wheelhouse. He continued that the system they have now works great, the KBI and media love it, but it is very manual and then went on to describe some of the process.

Friend then explained the ranking system that he and Sloan used that is based on the criteria in the Granting Policy and Procedures and said that the project received almost a perfect score (other than the revenue-producing part) of 3 meaning “exceeds expectations.” The final thing he wanted to express as far as next steps was if the board wanted to just approve it in spirit, but then ask them to bring back the whole package and get the estimate from KIC and make sure all the details go together – versus approving it and then they find out something else from KIC.

Sloan asked if there were any questions. Butler asked to confirm that this proposal was just to hire a person. Friend confirmed, and that KBI committed to trying to get funding after that. She then asked if KBI also

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wanted funding to do the KIC rebuild? Friend responded that the way that works is that KBI wouldn't pay. But, just the concept here is that KIC serves as a pool of resources that the Board could use to have them do any number of things, so there would be an opportunity cost. KIC's time and materials rate is about \$100 an hour, so they won't pay that, but essentially INK, by tasking them with doing that's INK's contribution of his time, versus another revenue-producing project or versus any number of other projects. It would be no charge. Butler confirmed "But it is not a grant" and Friend agreed that it would not be. Blake noted that her questions was, from a timing standpoint, that it matches up with what they have available. Adams responded that this is the stuff they will work with the KBI – it's a little cart before the horse – but they will put things through a normal project development process. Friend added that they did have a contract for Amber Alert that they do now, or they wouldn't be doing it, so they'll need to update that. He reiterated that if the Board approved the grant, integrated with that is another project that it is committing KIC to do that needs a contract, so that will all have to be run down and figured out. Yancey added that the position in the grant actually helps on the timeline of the project by adding someone to work with KIC. Adams added that this was exactly it because the current person Bill Smith was doing this only on the side. There was then some discussion about who might fill the position, where they would be drawn from as a "green" person might not be that helpful to start.

Sloan said he take a motion to move forward with the Amber Alert project, subject to the contract and other things that had been mentioned.

Action Taken: Yancey moved to approve the Amber Alert Enhancement Grant request. Cook seconded. Sloan asked if there were any discussion.

Discussion: Friend asked to clarify the motion before the Board's vote. From a mechanical standpoint, when the Board approves the grant request. Yancey interrupted to say that the motion was to approve the grant request. Friend clarified that his question related to the other piece of this, the project that KIC will do on INK's behalf that involves the contract modification, is that being approved, too? Sloan clarified that the motion as he understood it was that the Board approved the grant request and the project, subject to the contracting discussed – Friend added, and including the work KIC needed to do (to develop the project plan). Sloan agreed – and then Friend assumed that he would still need to bring back that contract amendment to get that KIC work done to the Board? Sloan confirmed that it was one motion to avoid delay to get these things done. Friend said they should also request that he work with the attorney to get her approval as the contracting process with KBI in the past has been fairly involved. They'll work it out, and if there are questions they'll come back to the Board.

Action Taken: There was no further discussion. The motion was approved unanimously.

Kansas State University Mapping the Beef Supply Chain grant request. Friend told the Board that the combined grant rating between him and Sloan was 1.3. He gave it a little higher score giving them the benefit of the doubt about the impact it could have, but for him, there was something going on here, they just didn't explain it with the level of detail for him to be able to figure out what the actual work was. He acknowledged that the applicants were experienced people in Agriculture and were apparently working with the federal government in some fashion as they mentioned a federal database.

Sloan's major objection to the grant request was that he didn't know how the data would be kept current. For example, today a cow is in the pasture, tomorrow it is in the feedlot, and the day after that it could be on a truck heading to a packing plant. So, he doesn't know that they will have useful information on an

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ongoing basis. He agreed with Friend that he had no problem going back to them to say that they needed to give the Board a lot more information how this is going to work, but it is not something he would recommend funding now.

Yancey said he thought it was a great concept, but it wasn't clear how they are going to achieve what they describe as the desired outcome. It would be good to track what was going on in the supply chain, but he agreed with Sloan's point, then conjectured about how they might be intending to achieve it, and Sloan shared an anecdote of a time he had been approached about tracking cattle herds with RFID tags.

Sloan agreed with the potential benefit if it were achievable and gave some examples. Friend asked if the Board wanted to make a motion to that effect, or how they wanted to address it. Sloan responded that he didn't feel like they needed a motion. He thought that Friend could simply convey that the Board didn't find that the grant request was appropriate or acceptable today and if they wanted to work with him (Friend) and resubmit it, that was fine.

Action Taken: None.

Friend then continued with the updates on several grant matters.

Kansas Department of Revenue grant proposal for Property Valuation Data sharing. Friend updated the members on his understanding of progress being made on this grant request that was discussed at the April meeting. He has been in contact, as has Jones, with David Harper at KDOR and, by extension, Tyler and they are continuing to work on this. They are also going to the County Appraisers group to get formal buy off in early June. He didn't know if the Secretary had something to add, but he'd let them know that the Board was likely open to having a special meeting to consider it. They have been over a draft grant proposal and he has provided feedback.

Secretary Burghart said that the county appraisers are major stakeholders in the project and they have a meeting the following week where they were going to try to get their executive board's sign off on this. David Harper, the director of the Property Valuation Division just wants to make sure that that community is very supportive, and they are, and they want to present that support to the Board before they move forward. Sloan added that he thought the expectation was that when the application was received, a special meeting of the Board would be called to consider it, and Friend agreed that he would take that approach.

Action Taken: None.

Kansas Biological Survey & Center for Ecological Research - Nested Hexagon Framework and Landscape Summary Database. Friend told the Board that two things have happened. The main person on the grant had found other employee in January, yet is still working at KU "extra" time on this project. He now thinks, however, that he can scale back his percentage involvement and they can still make progress. Friend asked him to send in an explanation and both how costs matched up with the budget so far in Year 1, explain the changes they wish to make, and then include a proposal for the revised budget for Year 2. Friend directed them to the materials that had been sent out showing the revised budget with a cover memo and letter of support from the organization.

After Friend explained the situation, Sloan asked if the members had feedback. Yancey responded that he can support retaining the surplus to be used for the grant, but he isn't in favor of just leaving it there for

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them to use as they see fit without a specific budget. Instead, he'd want them to come back to the Board to tell them specifically how they propose to use the surplus funds. Friend indicated he'd had that conversation with them and he thought they were willing to do that. Yancey said that it was basically to, within the approved framework of the grant, come back and submit a revised grant to show how they would use the money. He responded to a question about the third year by saying that he wouldn't really care about that, it would be at their discretion based on the details and length of time over which they proposed to use the surplus funds.

Sloan asked if there were other comments or questions. Hearing none, Sloan said that he shared Yancey's perspective. They should come in and explain what enhancements they envision, who would benefit within INK's mission, the timeline. And, he wanted clarification of who is in charge.

Action Taken: Yancey moved to approve the request to modify the hours shown in the grant for Michael Houts and that the surplus budget identified for both years can only be used upon presentation of a proposal that explains the use, the benefit, the staff involved, with a detailed budget for its execution, along with an explanation of who is in charge of and "owns" the project. Wilson seconded. No discussion. The motion was approved unanimously.

Governor's Office Grant – COVID-19 Response: Public Communications and Supporting Activities.

Friend said that while he did have a report of expenditures to-date with him, he just wanted to come back to the Board to make sure everyone is on the same page. It has been a while since he has updated the Board on this. And, everyone on the Board now wasn't necessarily involved back when this happened, but the Board did a set of meetings, like 4 or 5 in a month, to roll out this grant to the Governor's office. It is sort of an open-ended line of credit – he said that there is no negative connotation meant there – with sub-projects that have everything from public service announcements that were done over a year ago related to COVID, to messaging on websites. There were a variety of things. The Board then, after meeting 4 or 5 times gave the Executive Director authority to approve additional subprojects as long as they were within the scope defined. If there was a problem, he could come back to the Board.

They haven't done anything significant lately and he thinks it is winding down, but Friend wanted to bring it back to the Board to make sure they were supportive of continuing. He stated that of about a \$480,000 original budget, there was around \$220,000 remaining. They aren't doing many of the things anymore. But, for example, they are still submitting payments for the Governor's constituent services phone line. They've still expanded that virtually and they likely still have overflow due to COVID-related issues. He just wanted to make sure that the Board was still okay with this given there has been reopening and whatever the current posture is about COVID-19 being endemic. They have about \$8600 left in that line. So, he was asking for general guidance if the Board was interested in getting more information about specifically where they were on this. Basically, the Board had given him some wide latitude, the situation with COVID has changed, and he wanted to know if the Board wanted any additional information or to revisit this in terms of finding out what they thought was left. He does realize it is the Governor's office, but the Board has asked them in the past what they thought they had left on projects.

Sloan asked the members if there were any questions. There was a question as to whether there was an end date. Friend said there was not, as the pandemic course was too uncertain. Secretary Burghart asked if it was something that could be held in place for awhile to see if there were a change of circumstances. Friend responded that it absolutely could. A question was asked about whether they had reached out for any new

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projects lately and Friend confirmed that they had not. The form it took now was basically maintenance and the work had been handed off from his original contact to someone more involved in fiscal matters for the Governor's office. Sloan asked if they were drawing on the grant now. Friend confirmed that they were, mostly either the Governor's constituent services line or some sign language interpreting earlier related to public presentations. Sloan asked what had been paid on average in the last few months – Friend said a few thousand dollars, if that. The general consensus was to let it continue as is and see what occur as things move into August or September.

Action Taken: None.

Sloan noted that the Network Manager Report had already been accepted in the Consent Agenda, so since there is nothing else on the agenda except the Executive Session for which the KIC representatives had to leave, so they could do that and leave. Jones said they were good either way. Sloan noted that they already approved the report. Friend said that Jones may have something to add, as this is where on the agenda he usually expands on their activities. Sloan said they could be dismissed from the meeting after that.

4) May 2022 Network Manager Report

Jones wanted the Board to be aware they were in discussions with the Attorney General's office about a system for registration of charities. They have been meeting with them basically weekly to work through that. Next, he wanted to talk about the Kansas.gov website redesign. They received a lot of feedback from the Cabinet public information officers and they've reviewed all of it and they are progressing. When they are done with that, they still need to reach out to the public information officers at the elected officials, but want to get the changes done first so they can see the latest version.

Friend added that the path ahead on that was that there were 53 changes, but they were big and small. He wanted to recap that the whole thing has been via the Department of Administration. The feedback was funneled through them, and they've handed off to INK to talk with public information officers at the elected officials, as Jones said. Then, their understanding of that would be that after they've looked at it, then what they said was that they would get with the Governor's office and decide if it was okay, and then they would be good to go. He didn't want to over characterize it – it seems like a necessary step and he thought the feedback was helpful.

Jones then noted as a preview for the July meeting that he and Friend had a call with Teri Takai from the Center for Digital Government about having her talk to the Board. She is planning to come in person. She is the former Chief Information Officer for the State of California and of the Department of Defense and is very active with a focus on digital government at the state level. And, in August, they are having a conference, for the first time in-person here in Topeka - they do these all over the country. Friend then added that the source of this idea – contacting the Center for Digital Government and having them come out and talk about best practices - was in the 2022 Business Plan. They are also the people who do the scoring in awards like the Government Experience Awards and Digital State. He felt like just like the records people, like Megan, that they had in today, just like the GIS people at a previous meeting and the other folks the Board had in, he felt it would be helpful and this is when she was available. She has been a key player – she was also CIO at the State of Michigan – and understands the e-government model.

Sloan asked if there were any questions. Friend asked Jones if he thought he would be at the next meeting and he said it was unlikely, but be there virtually. Sloan said those from KIC could leave the meeting.

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3) Executive Session: Attorney Consultation on Personnel and Contractual /Legal Matters

Sloan asked for a motion to go into Executive Session.

Action Taken: Blake moved that the meeting of the Information Network of Kansas Board of Directors be recessed for a closed executive meeting for twenty minutes beginning at 11:25 a.m. for three purposes - pursuant to K.S.A. § 75-4319(b)(2) for consultation with an attorney for the public body which would be deemed privileged in the attorney-client relationship involving 1) for personnel matters of non-elected personnel involving the Executive Director, 2) for consultation involving the Information Network of Kansas Network Manager Contract renewal, and 3) related to the tax filing status of the organization, the Information Network of Kansas Board of Directors to resume the open meeting at the current location at 11:45 a.m. and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board and that the board members in attendance, their proxy representatives, Friend, and Mauch attend. Seconded by Cook. The motion was approved unanimously.

The board returned to open session at 11:45 a.m.

The Board then discussed position descriptions and Cook asked if they had been shared with Molly Saunders, the strategic planning consulting. Friend believed he'd reported back to the committee that when he had contacted her. As he recalled, the committee had said to contact her and let her know that later in the process (at that time) in April, they'd like to share the position descriptions with her and see if they did that, if she would be okay with providing feedback. She said yes, but at that time, she thought (paraphrased) that would be too soon, she wouldn't know enough. Yancey asked if he had shared that before or after she had had the one-on-one discussions with the stakeholders. Friend responded that he had to think about it, it may have not been completed, but it was definitely occurring, maybe not all of them. Cook said that maybe he should revisit it with her. Sloan asked if the three committee members should revisit it with her. Friend said, again, while they were talking about personnel, that she had questions like "Do you know if this needs to specialize in local government?" Friend is happy to email her, or they can contact her, he's not trying to get in the middle of it. It's not in the scope of her contract, but she agreed to do it. Friend said he can ask her again now, or the committee can. Or, he said he can put her on an email with all three and ask her. They said that would be sufficient. Yancey said it seemed to him that it was appropriate for her to have what they had as they got into strategic planning so she could use it as a reference point for further fleshing out the discussions.

Sloan asked for a motion related to the IRS filing – Whoever makes the motion can decide whether it is Sloan or Friend who signs the power-of-attorney letter. Mauch said that Friend could sign it.

Action Taken: Yancey moved to have Friend sign the power-of-attorney form to allow an attorney from Goodell Stratton to represent INK with the IRS. Cook seconded. No discussion. The motion was approved unanimously.

Action Taken: Yancey moved to direct Board Counsel to create an amendment to the contract renewal letter to KIC and be signed by the Board chair. Wilson seconded. No discussion. The motion was approved unanimously.

New Business

1) Proposed INK Board Policy and Procedures Committee

Sloan said that he had asked for this item to be placed on the agenda. He does understand that some of it is similar to the personnel situation in that some of it has to wait until strategic planning is completed. But, on procedures that can be documented now, Saunders, in the strategic planning session had pointed out the gaps. He continued that he felt all the members had policies that were kind of standard, regardless of what they did. He used the example of Friend getting a check from KIC and having to deposit it – that’s a procedure. So, if there were a Policy and Procedures committee, they could work with Friend on this. He said that certainly the administrative stuff could be done. Yancey said that he certainly supported that. In his mind, a new board member comes on and they ought to have a manual that explains “What’s the role of the Executive Director? What’s the role of a Board member?” The history of the organization...and none of that really exists. He does worry, however, that as Sloan said, they all do have other full-time jobs. So, he wanted to throw out for consideration that maybe the Board should hire someone to develop that for them. Friend said that Saunders had suggested this as well and it could also provide some third-party independence. Yancey said he would suggest forming a Policy and Procedures Committee to identify and hire a consultant to come in and develop those things. And, in terms of finding someone, he would start with the people the Board has already hired, Shockey Consulting, to ask if they could identify someone who did this and could they provide a recommendation. Secretary Burghart asked if this should expanded to include the by-laws. Mauch, Board Counsel, suggested that would be the one thing she thought would be in her purview. There was further discussion about this idea among the members. Blake suggested she would be willing to work on this committee.

Yancey said he would anticipate that the committee would oversee the work of the consultant, review the work, refine it, assemble it and get it into a packet ready to come before the Board. Friend added to confirm that they would also coordinate with Saunders in terms of how it feeds into the strategic planning process. Sloan agreed and added the personnel committee to that.

Action Taken: Yancey made a motion referencing the above statement as the work of the committee. Blake seconded. Approved unanimously.

The board named Blake, Wilson, and Haugh to the committee.

2) New Board member recruitment

Friend briefly outlined the process ahead for having another member appointed to the position Blake held when her term ended in September. First, the Board needed to name its own slate of three nominees, and there could be delays there, and then the Governor’s office needed to vet them and make a decision and this also could involve delays. He then provided status of the position as he understood it for the position Wilson was in and also the Kansas Library Association position. When Friend asked the Governor’s office about the normal lead time they see in providing nominees for an expiring position, they’d said three months. So, he wanted to let the Board know. He didn’t need a motion, just letting the members know he was going to start recruiting nominees. He welcomed ideas or suggestion of nominees from the Board.

Adjournment: Wilson moved to adjourn the meeting at 12:05 p.m. The motion was approved unanimously.



Public Records 101

Megan Burton

Kansas Historical Society



YOUR RECORDS MANAGEMENT STAFF

(Not pictured above)

Megan Burton

Ethan Anderson

Amber Draper

YOUR
STORIES
OUR
HISTORY | KANSAS
HISTORICAL
SOCIETY

Records Management

“Why does this matter?”



1) ACCOUNTABILITY
AND TRANSPARENCY



2) LOWER COST AND
IMPROVED
EFFICIENCY



3) PROTECT
RECORDS



4) SECURITY



5) TRANSITION TO
PAPER-LITE
ENVIRONMENTS



6) SUPPORTS BETTER
MANAGEMENT
DECISIONS



7) THE LAW

Terms to Know

- **Series:** A group of similar records that are arranged according to a filing system and that are related as the result of being created, received, or used in the same activity; a file group; a record series.
- **Schedule:** The process of identifying and describing records held by an organization, determining their retention period, and describing disposition actions throughout their life cycle.

Terms to Know

- **Disposition**: Materials' final destruction or transfer to an archives as determined by their appraisal.
- **Retention**: The length of time records should be kept in a certain location or form for administrative, legal, fiscal, historical, or other purposes.

Records Management in Kansas Government



YOUR
STORIES | KANSAS
OUR | HISTORICAL
HISTORY | SOCIETY

What are government records?

- Evidence of an agency's policies, activities, and transactions
- Format DOESN'T MATTER!!!
 - Paper
 - Memos, contracts, reports
 - Microform
 - Audio-visual
 - Digital
 - E-mail, Word documents, web sites, databases, spreadsheets, social media, texts, etc.



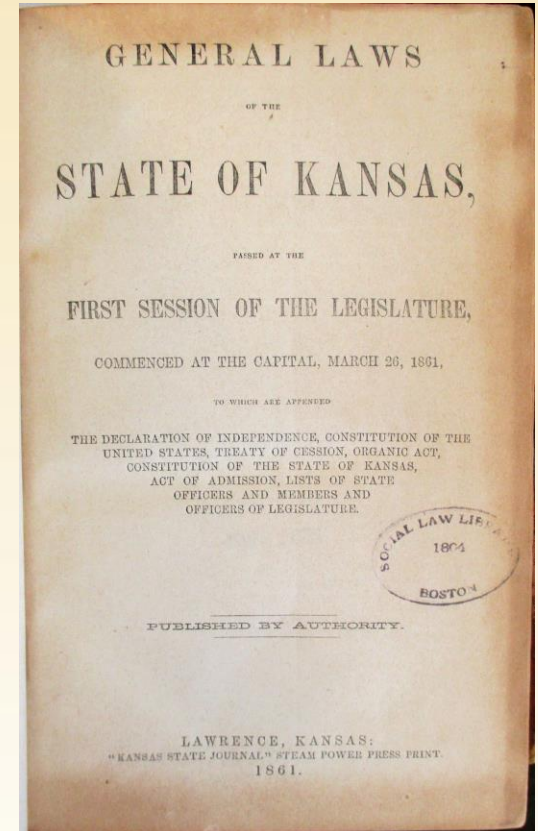
What are government records?

- Definition – K.S.A. 45-402

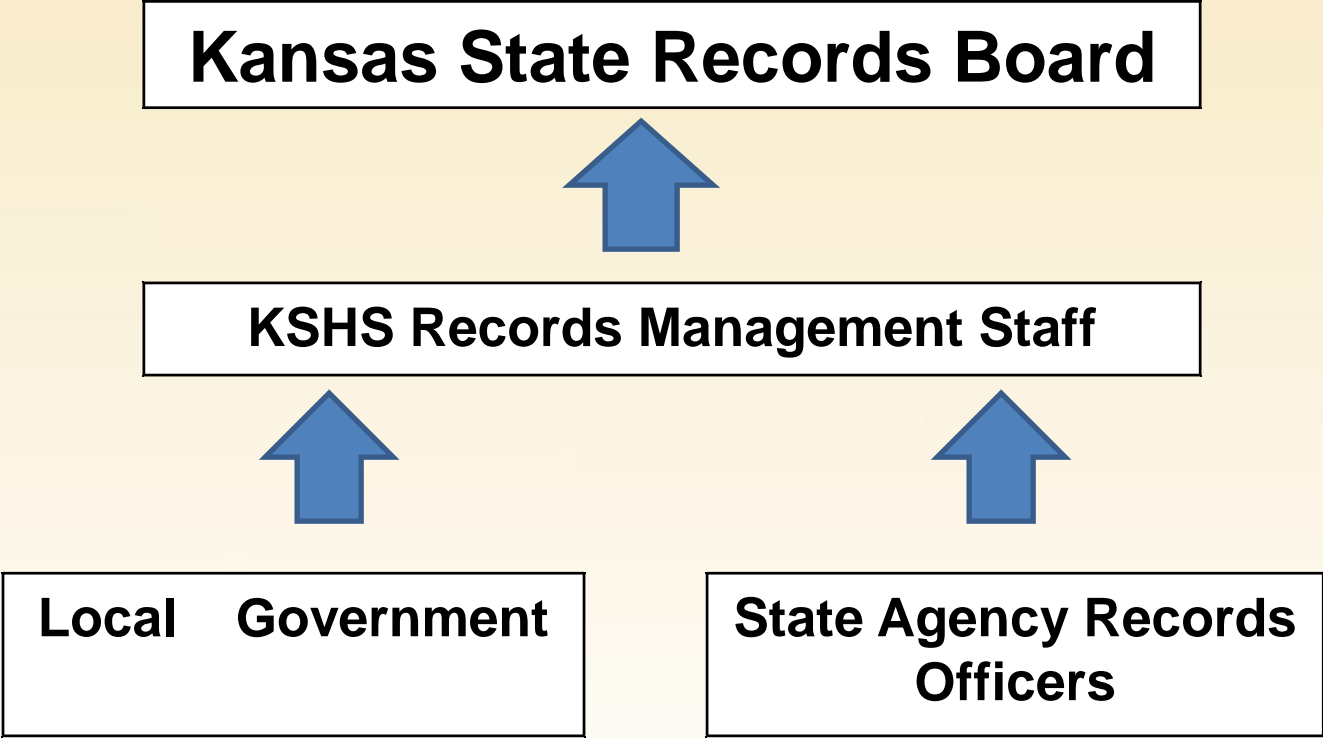
“all volumes, documents, reports, maps, drawings, charts, indexes, plans, memoranda, sound recordings, microfilms, photographic records and other data, information or documentary material, storage media or condition of use, made or received by an agency **regardless of physical form or characteristics** in pursuance of law or in connection with the transaction of official business or bearing upon the official activities and functions of any governmental agency.”

Kansas Records Statutes

- Government Records Preservation Act
 - K.S.A. 45-401 through 45-414
- Public Records Act
 - K.S.A. 75-3501 through 75-3518
- Kansas Open Records Act (KORA)
 - K.S.A. 45-215 through 45-229
- Tampering with a Public Record
 - K.S.A. 21-5920



Records Management Governance



State Records Board

- Comprised of 5 Members
 - Attorney General
 - Dept. of Administration
 - State Library
 - Kansas Historical Society
 - State Archivist

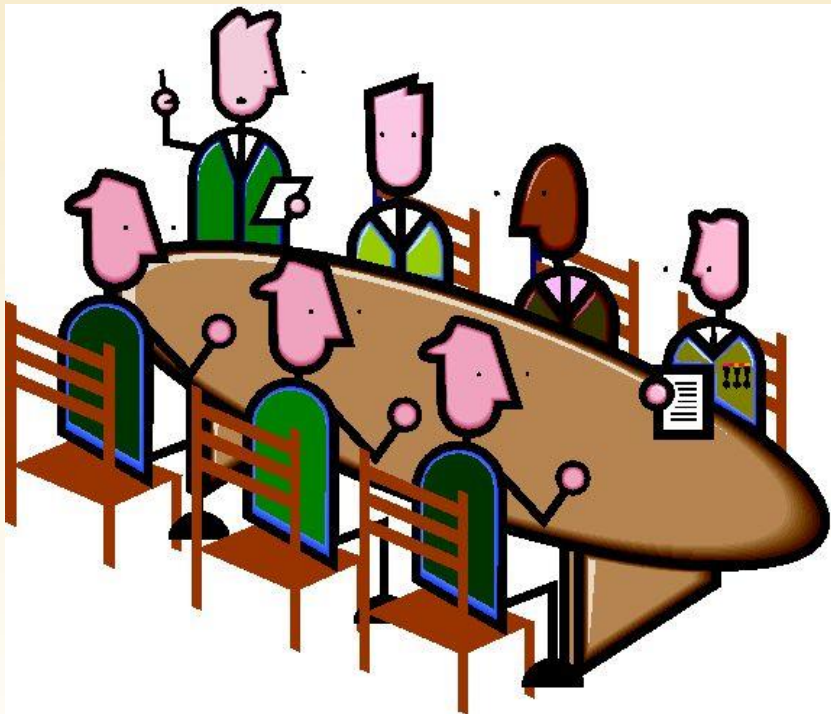


- Typically meets quarterly
- Provides guidance for records management in Kansas
- Approve retention and disposition schedules, which authorizes disposal of non-permanent records and transfer to the archives of records with enduring value.

Retention Schedule

SERIES ID	0036-000
TITLE	Employee Personnel Files
DESCRIPTION	Documents associated with the employment of specific personnel: employee evaluation forms, applications of employment, background checks, and other personnel materials.
RETENTION	See Comments
COMMENTS	Retain in office for length of employee's tenure plus 3 calendar years (5 calendar years for contract employees). Purge documents to create abstracted work history (appointment data and change of status information), a summary log of background checks and pertinent data, and transfer to the records center for 62 calendar years, then destroy.
DISPOSITION	Destroy
RESTRICTIONS	Portions may be restricted under KSA 45-221(a)(4)(6)
APPROVED	2009-04-09
K.A.R. NUMBER	53-2-159

Electronic Records Committee



- Subcommittee of the SRB with 7 members.
 - State Archivist (Chair)
 - County government
 - State agency records officer
 - Office of Information Technology Services
 - Regents institution archives/records management
 - Legal community
 - Information technology staff
- Reviews and recommends policies, guidelines, and best practices for the preservation and access of electronic records.
- Reviews Electronic Recordkeeping Plan (ERP)

Electronic Recordkeeping Plan

Electronic Recordkeeping Plan (ERP) Template *Version 3.0*

1. Records Retention and Disposition

Electronic records should be maintained according to legal, regulatory, fiscal, and operational requirements. All electronic records should be securely and appropriately disposed of once retention periods have been met.

- 1.1. How will the system implement the requirements of your agency's records retention and disposition schedules?
Click or tap here to enter text.
- 1.2. How will your system handle retention and disposition in the event of a legal hold?
Click or tap here to enter text.
- 1.3. If records are not going to be maintained within the active system, how will they be preserved and retrieved during the entire retention period?
Click or tap here to enter text.
- 1.4. How are KORA requests handled?
Click or tap here to enter text.

2. Records Integrity and Authenticity

Electronic records should be monitored for authenticity and reliability. Changes to records should only be made when authorized.

- 2.1. How is access to the system administered?
Click or tap here to enter text.
- 2.2. Describe the records capture and revision processes (how data is entered into and changed within the system).
Click or tap here to enter text.
 - 2.2.1. What checks and balances are in place to ensure no unauthorized changes are made to the records?
Click or tap here to enter text.
- 2.3. Is legacy data being migrated to the new system? Choose an item.
 - 2.3.1. If yes, please describe how the migration is handled.
Click or tap here to enter text.
 - 2.3.2. If no, please describe how legacy data will be maintained.
Click or tap here to enter text.

3. Electronic Records Protection and Preservation

Electronic recordkeeping systems should ensure protection to confidential or private records and information. Preservation of electronic records should address questions of data security as well as technology requirements.

- 3.1. What file formats are used by the system to create and store records?
Click or tap here to enter text.
 - 3.1.1. Into which file formats can the system export records?
Click or tap here to enter text.
- 3.2. Can system metadata be exported to XML? Choose an item.

Available Training

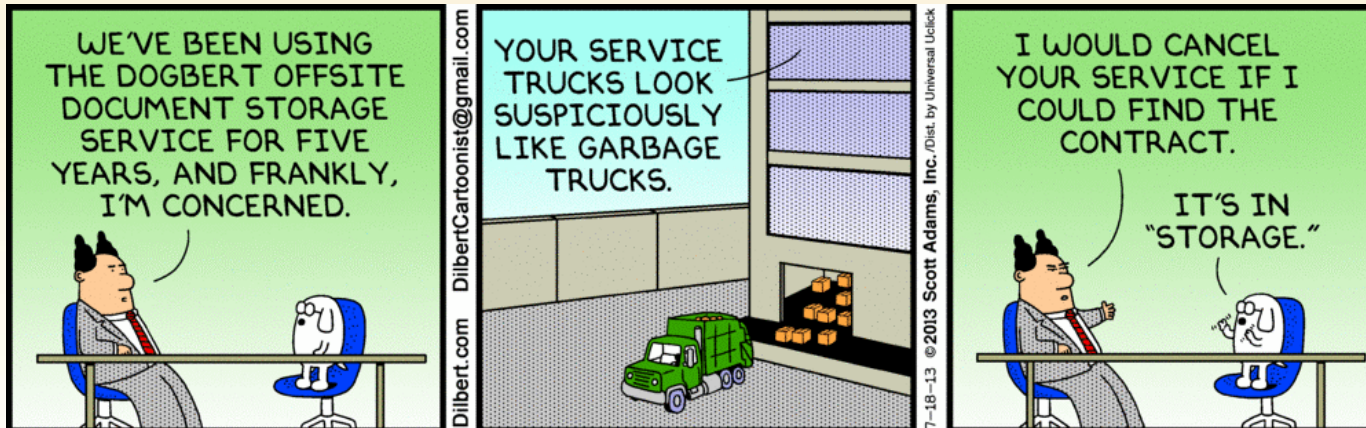
- **Records Management 101**
 - **Description/Purpose of Course:** This presentation covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. It walks attendees through why records management is important, legal requirements, paper vs. electronic recordkeeping, the State Records Board, and Electronic Records Committee. The course also provides helpful advice on revising and creating agency schedules.
- **Shared Drive Cleanup**
 - **Description/Purpose of Course:** This course covers the basics of cleaning up an agency or division shared drive. The course identifies problems inherent with shared drives and steps agencies can take to properly manage them, including file naming guidelines, folder structures, and programs/software that identify duplicate records. The course will include demonstrations of software used by the Historical Society in managing its shared drive.

The Website

The screenshot shows a web browser window displaying the Kansas Historical Society website. The browser's address bar shows the URL <https://www.kshs.org/p/retention-schedules/11368>. The website's navigation menu includes links for ABOUT, VISIT, RESEARCH, EDUCATE, PRESERVE, PUBLIC RECORDS, RENTALS, FOUNDATION, and SHOP. The current page is titled "Retention Schedules" and is part of the "Public Records" section. The page content includes a sidebar for the "Kansas Historical Foundation" and the "Kansas Historical Society" with their respective descriptions and images. The main content area features a "Retention Schedules" section with a paragraph explaining that Kansas State Records Board approved retention schedules for records generated by Kansas state and local government. It notes that compliance with these schedules is mandatory for state agencies and county governments, but not for other local government such as cities or townships. The General Schedule includes records common to all agencies, while the agency-specific schedule is a customized schedule addressing a single agency's or office's records. Below this text are two search sections: "State General Schedule - all results" and "Local/County". Each search section has a "SEARCH" button and a "Include Obsolete Series?" checkbox. The search fields include Agency Code, Agency Name, Subagency Name, Keyword, K.A.R. Number, and Series ID. The "Local/County" search section also includes a dropdown menu for "Agency Name" with "Any/All" selected. The website's logo, "YOUR STORIES OUR HISTORY | KANSAS HISTORICAL SOCIETY", is visible in the top right corner. The Windows taskbar at the bottom shows the time as 9:23 AM on 11/6/2018.

Links to Resources

- [General Schedule](#)
- [Forms](#)
- [State Records Board Meeting](#)



contact us



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 - Schedule Questions
 - Electronic Records Questions
 - Policy Questions
 - Status of a Change or ERP
 - General Help
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 - Schedule Questions
 - Policy Questions
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