

Approved

*Gary B. Jones* 1-22-92  
Date

JOINT HOUSE & SENATE  
MINUTES OF THE \_\_\_\_\_ COMMITTEE ON \_\_\_\_\_ Governmental Organization \_\_\_\_\_

The meeting was called to order by Senator Lana Oleen at \_\_\_\_\_  
Chairperson

8:30 a.m./~~pm~~ on January 17, 1992 in room 254-E of the Capito

All members were present except:

Rep. Rick Bowden, Excused                      Rep. Carol Dawson, Excused  
Rep. Nancy Brown, Excused  
Rep. Richard Lahti, Excused  
Committee staff present:

Mary Allen, Senate Committee Secretary  
Nita Shively, House Committee Secretary

Conferees appearing before the committee:

Ramon Powers, Executive Director, Kansas State Historical Society  
Gretchen Gleue, Legislative Liason, Association of Records Managers &  
Administrators International  
Keith Siu, U.S. Legislative Affairs & Regulatory Committee - Association  
of Records Managers and Administrators

Senator Oleen called the meeting to order at 8:30 a.m. She began by acknowledging special guests from Kansas City Association of Records Managers & Administrators International (ARMA), who are attending today's meeting.

Ramon Powers made a few introductory remarks. He stated that a state records center is essential for better records management. He further noted that the Governor has provided for a records center in the budget.

Gretchen Gleue testified and presented written testimony on behalf of ARMA, (Attachment 1). Ms. Gleue emphasized that the current management system in Kansas is inadequate and extremely wasteful. She stressed the savings that could be realized with a systematic records and information program.

Keith Siu appeared in support of a study which he believes should take place before any action is taken on a records center; written testimony furnished, (Attachment 2). The purpose of the study would be to establish effective records management policies and procedures. He further recommended that a records management professional be on the team conducting the study.

A brief question and answer period followed--most of the questions dealt with the cost of the proposed study, which was estimated at about \$60,000. Mr. Siu noted that it would take at least a year.

Meeting adjourned at 9:00 a.m.

Date: Jan. 17, 1992

## GUEST REGISTER

HOUSE &amp; Senate

## COMMITTEE ON 'GOVERNMENTAL ORGANIZATION

NAME	ORGANIZATION	ADDRESS	PHONE
Gretchen Gleue	Ks Cong Comm	1500 SW Arrowhead	
Keith Siu	ARMA Intnatl- Judiciary	1111 Ala Kea St	
Opion Janda	Dept of Admin	Honolulu 96813	
Mark S. Rouse	Records Center of Topeka UES	852 S. London	
C.E. "Sammy" Scroggin	Dept of SRS	NW Gaye Blvd	
Charlotte Shawver	Register of Deeds-ARMA	West Hall, Rm 119 300 SW Corbett Topeka, KS	
Charles Soteler	Office of Vital Statistics	110 Courthouse Pl. Manhattan, Ks	
HAROLD D. HOWARTH	ARMA Intc - New York Power Authority	PO Box F GRAND GORGE NY 12434	
Donald L. TAYLOR	ARMA Intc - A.B. Dick Company	2327 S.W. Fwy Houston, TX 77098	
RICHARD WILKE	ARMA International CHEVRON CORPORATION	575 MARKET ST. SAN FRANCISCO, CA 94105	
JAMES A. BARTON	ARMA - CENTRAL KANSAS CHAPTER BOEING CORP.	928 E. 52ND ST. S. WICHITA, KS 67216	
Don Martens	ARMA - CENTRAL KANSAS CHAPTER Boeing Comm Airplane	P.O. Box 7730 Wichita, KS 67277-7730	
ANDREA LENTZ	ARMA International Ohio Dept. of Human Services	2098 Integrity Dr. N. Columbus, OH 43209	
Debbie Bartuccio	ARMA Topeka Chapter Sentry Knight Group	Topeka, Ks	
Dorothy Scrimsher	ARMA Topeka Chapter Security Benefit Group	Topeka, Ks.	
LAURA DURNHAM LEE	ARMA Topeka Chapter KDOT	Topeka KS	
Connie Schmidt	City Clerk - Merriam, KS Greater KC Chapter-ARMA	Merriam, KS	
Dorel Hein	Recording Secretary, Merriam KC ARMA	City Hall Merriam, KS	
Shirley Joewen	Security Benefit Life Greater Topeka Chapter of ARMA	Topeka, KS	
Carole Dabrowski	KEPLO / ARMA	Topeka, Ks	
Julia Hill	Home, P. Bert, Pres	Topeka	
Gwen Moore	ARMA International	Prairie Village	



**Testimony before House & Senate Governmental Organization  
Committees**

Jan. 17, 1992

Gretchen Gleue, Legislative Liaison  
for Greater Topeka Chapter of the  
Association of Records Managers & Administrators International

How does this all apply to Kansas?

Kansas is the only state government which has not made a commitment to a systematic records and Information management program under the law. A select few agencies have tried to accomplish this on their own.

In June 1985 the Kansas Corporation Commission did not have valid retention & disposition schedules.

After surveying the agencies records and having the State Records Board approve retention schedules, we began cleaning and sorting. By May 1988 we had freed 70 file cabinets, an equipment reduction of 17%. That means we also returned that floor space to office use, not storage. PLUS were able to reduce the subbasement (inactive) storage by 2/3 to 500 sq. ft.

According to the Inventory of Record Storage Space report the Dept. of Administration-Facilities Management submitted to another legislative committee, Kansas owns and leases over 240,000 sq. ft. of records storage space. If the State realized a similar savings that would mean 170,000 sq feet of paper eliminated, or nearly 6.5 million pounds of paper for recycling. To make it easier to visualize, the volume of records in boxes this size would stretch 30 miles - another words from here to Lawrence.

A Dept. of Administration-Administrative Audit report provided us with the file cabinet inventory of smaller state agencies. Filing equipment purchased in fiscal year 1990 cost \$59,439. Using the hidden costs formula researched by Kardex Systems, Inc indicates the total cost of related to one year's purchases is \$2,971,973.

And that's just the tip of the iceberg.

For those same smaller agencies, there were a total of 4904 pieces of filing equipment, valued at \$802,929.85. Using the same hidden cost formula the total cost for records was \$40,146,492.50.

gc. 1-17-92  
Attachment 1

**Report includes:**

Abstracter, Brd of Examiners  
Accountancy, Brd of  
Adj. General's Dept.  
Adj. General's Dept., Emg. Preparedness  
Vocational Education, St. Council of  
Dept of Aging  
Agriculture, Brd of  
Animal Health Dept.  
Civil Rights Commission  
Attorney General  
Attorney General, KBI  
Banking Dept.  
Barbering, Brd. of  
Behavioral Science Reg. Brd.  
Healing Arts, St. Brd. of  
Corporation Commission  
Ks. Vocational Training Center  
(now part of Dept. of Corrections)  
Ombudsman for Corrections  
Cosmetology, Brd. of  
Credit Unions, Dept of  
Dental Brd.  
Mortuary Arts, Brd. of  
Fire Marshall  
Public Disclosure Commission  
Governor  
Grain Inspection Dept.  
Hearing Aid Dispensers, Brd of Examiners  
Historical Society  
Commerce, Dept. of  
Indigents Defense Services  
Internal Cooperation Comm.  
Judicial Council  
Arts Commission

Kansas Inc.  
Ks. Public Employees Retirement System  
Technology Enterprise Corp.  
Ks. State Fair  
Wheat Commission  
Legislative Research Dept.  
Legislature  
Legal Educational Planning Committee  
State Library  
Lottery  
Consumer Credit Comm.  
Nursing, Brd. of  
Optometry Examiners, Brd. of  
Parole Brd.  
Pharmacy, Brd. of  
Legislative Post Audit  
Real Estate Commission  
Racing Commission  
Regents, Brd. of  
Tax Appeals, Brd. of  
Revisor of Statutes  
Savings and Loan Dept.  
School for the Visually Handicapped  
School for the Deaf  
Securities Commission  
Sentencing Commission  
Conservation Commission  
Soldiers Home of Ks.  
Education, Dept. of  
Technology, Ks. College of  
Technical Professions, St. Brd. of  
St. Treasurer  
Veterans Affairs, Ks. Comm. on  
Water Office

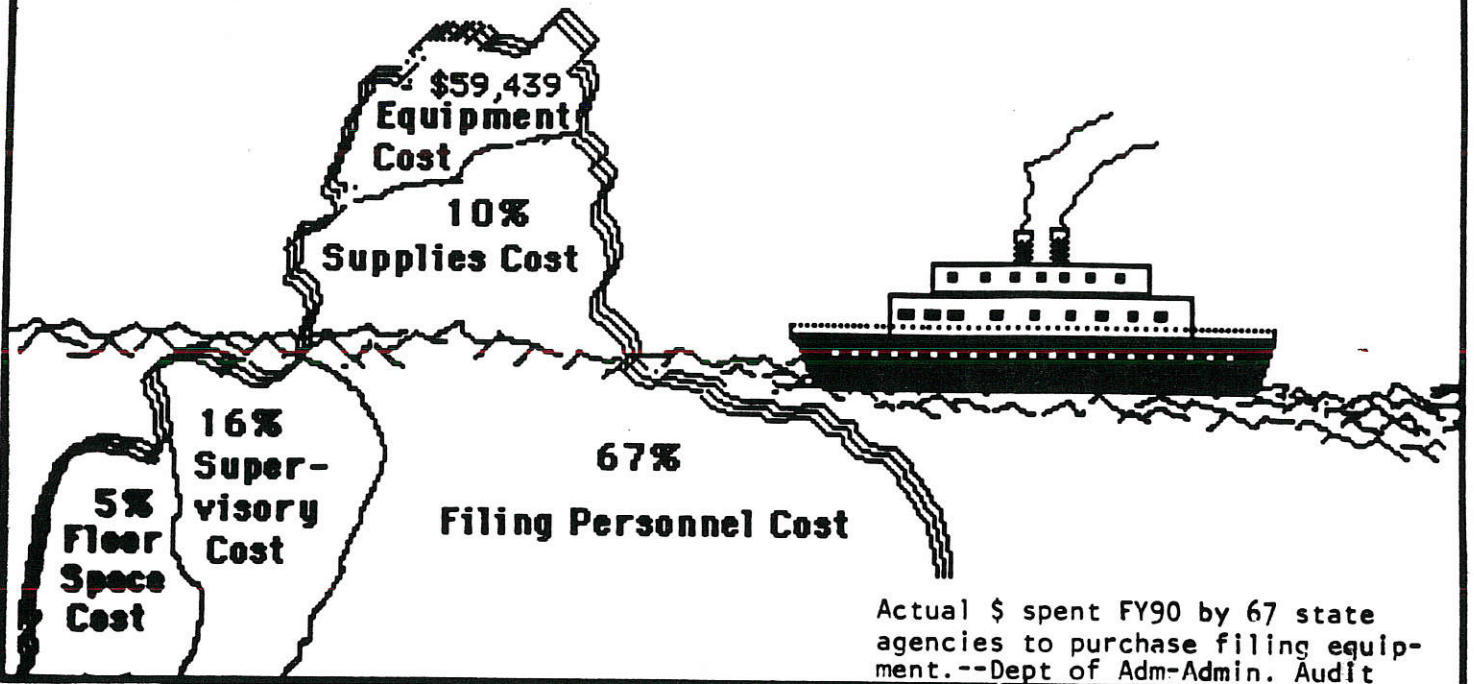
**Agencies whose inventory not reflected in report:**

Dept. of Administration  
Dept. of Revenue  
Dept. of Health & Environment  
Dept. of Human Resources  
Social & Rehabilitation Services  
S.R.S. Institutions (Youth Centers, hospitals)  
Dept. of Transportation  
Regents Institutions  
Dept. of Corrections  
Secretary of States  
Supreme Court

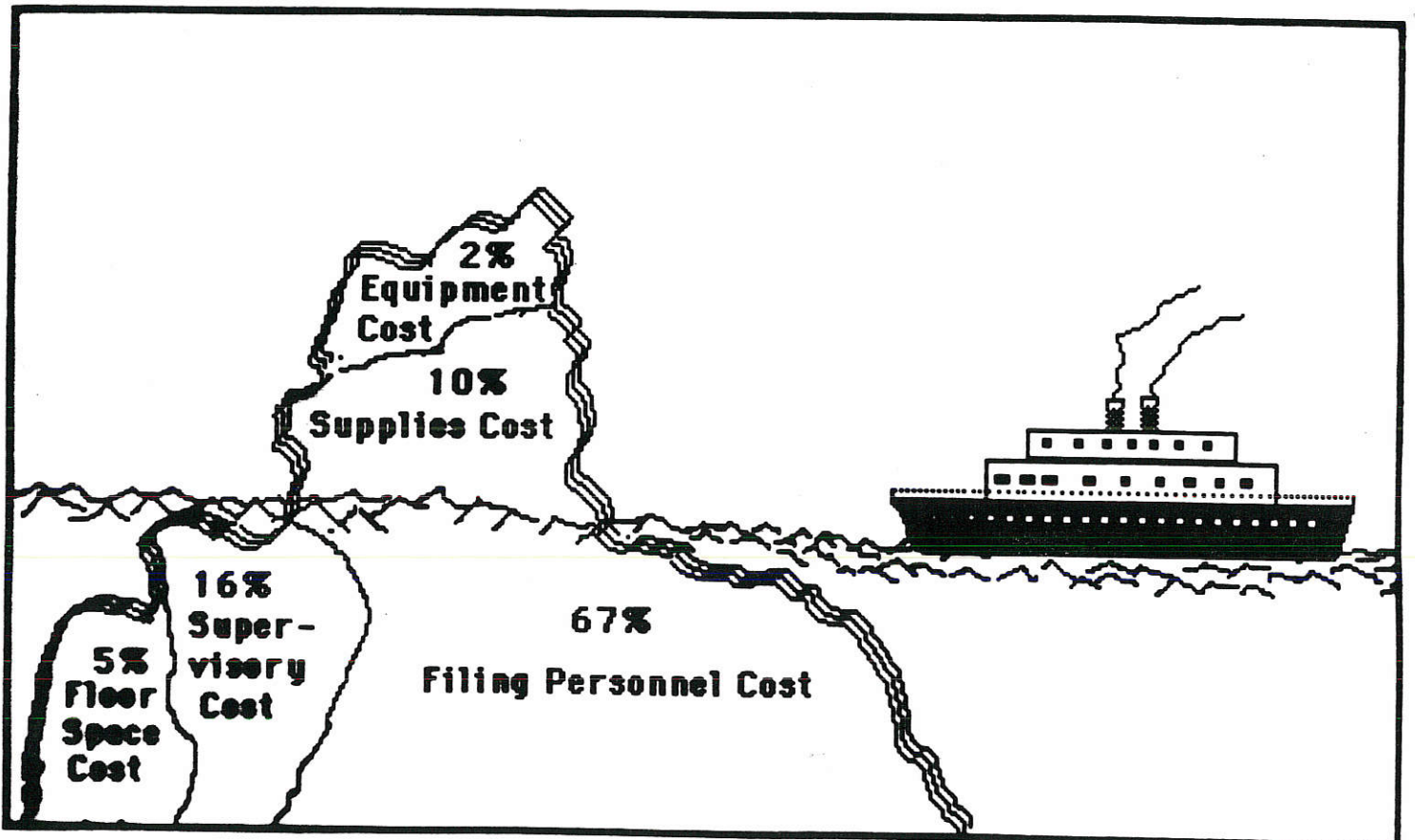
Judicial Branch  
Insurance Dept.  
Wildlife & Parks Dept.  
Highway Patrol & Capitol Area Security  
Developmental Finance Authority  
Emergency Medical Services, Brd. of  
Hearing Aid Dispensers, Brd. of  
Admin. Services, Legislature  
Lt. Governor  
Public Broadcasting Commission  
Veterinary Examiners, Brd. of

*g.o 1-17-92  
attachment 1-5*

Est. total cost FY90 = \$2,971,000



Actual \$ spent FY90 by 67 state agencies to purchase filing equipment.--Dept of Adm-Admin. Audit



g.o 1-17-92  
attachment 1-3

TESTIMONY TO THE JOINT HEARING OF THE SENATE COMMITTEE ON  
GOVERNMENTAL ORGANIZATION AND THE HOUSE COMMITTEE ON GOVERNMENTAL  
ORGANIZATION

PRESENTED BY: KEITH SIU  
MEMBER, U.S. LEGISLATIVE AFFAIRS & REGULATORY COMMITTEE  
ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS

RE: KANSAS STATE HISTORICAL SOCIETY, DEPARTMENT OF ARCHIVES  
RECORDS CENTER PROPOSAL

JANUARY 17, 1992

MADAME CHAIRMAN, MR. CHAIRMAN:

MY NAME IS KEITH SIU, REPRESENTING THE U.S. LEGISLATIVE AND  
REGULATORY AFFAIRS COMMITTEE OF THE ASSOCIATION OF RECORDS MANAGERS  
AND ADMINISTRATORS, ARMA INTERNATIONAL, AN ASSOCIATION OF OVER  
12,000 RECORDS MANAGEMENT PROFESSIONALS.

A MAJOR PRIORITY FOR THE STATE OF KANSAS TODAY IS THE  
DEVELOPMENT OF A COMPREHENSIVE RECORDS MANAGEMENT PROGRAM. IT IS  
ONE THIN G TO "KEEP" RECORDS, BUT QUITE ANOTHER TO "MANAGE" THEM.  
STATE GOVERNMENTS ARE FACED WITH INCREASING DEMANDS FOR INFORMATION  
RELATED SERVICES. IN THESE TIMES OF LIMITED RESOURCES AND RAPIDLY  
EXPANDING SERVICE REQUIREMENTS IT IS MORE IMPORTANT THAN EVER TO  
ESTABLISH EFFECTIVE RECORDS MANAGEMENT POLICIES AND PROCEDURES. THE  
REASONS FOR RECORDS MANAGEMENT ARE BASIC BUSINESS PRINCIPLES -  
ECONOMY AND EFFICIENCY. COST REDUCTION IS ESPECIALLY IMPORTANT TO  
STATE GOVERNMENT. SINCE GOVERNMENT HAS NO CONTROL OVER INCOME,  
SHORT OF RAISING TAXES, IT MUST MAXIMIZE THE USE OF APPROPRIATED  
FUNDING. GOOD RECORDS MANAGEMENT IS AN EFFECTIVE AND PAINLESS WAY  
TO REDUCE COSTS AND THUS MAKE BUDGETS GO FARTHER.

g.o. 1-17-92  
attachment 2

ARMA INTERNATIONAL IS PLEASED TO SEE THE STATE OF KANSAS MOVING TOWARDS A RECORDS MANAGEMENT PROGRAM AND HAPPILY SUPPORTS LEGISLATION TOWARDS THAT GOAL.

WE SUPPORT THE GENERAL CONCEPT OF A STATE RECORDS CENTER. HOWEVER, WE WOULD SUGGEST TO HOLD OFF RENTING SPACE FOR A RECORDS CENTER UNTIL A RECORDS MANAGEMENT STUDY AND PILOT PROJECT IS CONDUCTED TO DEVELOP RECORDS MANAGEMENT POLICIES AND PROCEDURES. THIS STUDY WOULD USE THE 3 REQUESTED POSITIONS AS TEMPORARY OR PROVISIONAL POSITIONS TO FORM THE TEAM CONDUCTING THIS STUDY AND PROJECT. A RECORDS MANAGEMENT PROFESSIONAL OR SIMILAR SHOULD FILL AT LEAST ONE OF THESE POSITIONS TO PROVIDE THE EXPERTISE NECESSARY FOR THIS STUDY WHICH SHOULD INCLUDE:

1. THE DEFINITIONS OF "RECORDS" AND "PUBLIC RECORDS".
2. ADMINISTRATIVE RESPONSIBILITY AND PROGRAM MANAGEMENT.
3. THE STATUS AND APPROPRIATE MANNER OF PRESERVATION OF INFORMATION IN ALL FORMS.
4. LEGAL CUSTODY OF THE RECORDS.
5. THE DEVELOPMENT OF A RECORDS RETENTION AND DISPOSITION PROGRAM.



6. PROVISIONS FOR THE SYSTEMATIC REMOVAL OF INACTIVE RECORDS FROM OFFICES, WITH SPECIFICATIONS FOR STORAGE FACILITIES.
7. POLICY STATEMENTS REGARDING STANDARDS OF LEGAL ADMISSABILITY OF MICROFILM AND ELECTRONIC RECORDS.
8. POLICY REGARDING PUBLIC ACCESS TO RECORDS WHILE PROTECTING THE PRIVACY OF THE INDIVIDUAL.
9. AN ESTIMATION OF THE COST TO IMPLEMENT RECOMMENDATIONS MADE AS A RESULT OF THE STUDY.

UPON REPORTING ITS FINDINGS AND RECOMMENDATIONS THIS TEAM WOULD DEVELOP A PILOT RECORDS MANAGEMENT PROGRAM TO USE THE BASIC ELEMENTS OF RECORDS INVENTORY AND RETENTION TOWARDS THE FULL DEVELOPMENT AND IMPLEMENTATION OF A COMPREHENSIVE STATE RECORDS MANAGEMENT PROGRAM.

UNTIL THE RESULTS OF THE STUDY AND PROJECT ARE KNOWN, WE CANNOT KNOW OF THE NECESSARY SPACE REQUIREMENTS FOR A RECORDS CENTER.

THANK YOU FOR ALLOWING ME THIS OPPORTUNITY TO PRESENT OUR TESTIMONY IN REGARDS TO THIS LEGISLATION.