

Approved: 3/29/2012

(Date)

MINUTES OF THE HOUSE GOVERNMENT EFFICIENCY COMMITTEE

The meeting was called to order by Chair Mike Burgess at 3:30 p.m. on Wednesday, March 14, 2012 in Room 546-S of the Capitol.

All members were present except:

Rep. DeGraaf - Excused

Rep. Roth - Excused

Rep. Ruiz - Excused

Rep. Wolf - Excused

All Committee staff was present except Julian Efird, Legislative Research, and Jim Wilson, Revisor of Statutes.

Conferees appearing before the Committee:

Matt Veatch, State Archivist, Kansas State Historical Society

Pat Michaelis, Kansas State Historical Society

Natalie Bright, Representing Coalition for Opportunity

Kraig Knowlton, Human Resources

Others in attendance:

See attached list.

Chair Burgess expressed appreciation to yesterday's presenters who returned today. That meeting had been cancelled due to the extended House Session.

Chair Burgess welcomed Matt Veatch, State Archivist, who gave a presentation on the Kansas Enterprise Electronic Preservation (KEEP) using hard copies of slides ([Attachment 1](#)). Mr. Veatch demonstrated using electronic records props of various record storage data which has been submitted to the Kansas Historical Society for archiving. They were: paper, punch cards, laserdisc, floppy disk, normal floppy disk, CD, and flash drive. Data submitted in different formats creates challenges for archiving to make sure the data will still be available in 100 years.

The first item Mr. Veatch covered was government records. Government records are an essential foundation for our representative form of government. They provide transparency, accountability, and public trust to function the way we do in this state. Effective records management and archives provide information to the right person at the right time. The same principle applies in the digital environment, that is, manage the record throughout its life cycle

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CONTINUATION SHEET

Minutes of the HOUSE GOVERNMENT EFFICIENCY COMMITTEE at 3:30 PM on
Wednesday, March 14, 2012, in Room 546-S of the Capitol.

from creation, active use, to the time it is destroyed. For 90 to 95% of government records, they are scheduled to be destroyed at some point. Enduring or permanent value records represent only 5-10% of State of Kansas documents. Part of the discipline of the archivist is to appraise records and determine those that do have enduring value. It is important in daily operation to destroy unneeded records or one might end up with rooms full of paper or servers full of electronic records. Mr. Veatch added that resources are needed to preserve data for future organizations. Archivists must identify “essential” or vital records. Records management must include contingency plans for disasters, identifying and protecting confidential records so they are not disclosed to unauthorized parties, litigation issues, and cost of storage.

The way we do our work has changed. The Legislature and state government and all other organizations are now creating, managing, and maintaining records digitally. There may be printed convenience copies, but the official record is electronic. At the time a document is created, we are not thinking how to manage records in our new information systems. It is good to think of security and workflow management but the concept of records management, of declaring records at the point of creation and attaching those records to a file record retention schedule, rarely ever happens. Mr. Veatch added that it is his job to try to convince state agencies and local government to do that.

Without records management, we may also be destroying records or overriding records before retention record dates expire. Destroying e-mails before 5-10 years is non-compliant. More often, we retain things longer than needed. It is easy to put files on a server and forget them. There are also records moved from one generation of technology to another without a great deal of thought being given about its authenticity. A Word file would have a digital fingerprint, and when you migrate that forward to another technology, that digital fingerprint changes. Having a chain of custody as a document moves from Word 2000 to an updated Word version is the objective of KEEP (Kansas Enterprise Electronic Preservation). It is important that 100 years from now, people will have the ability to know the kinds of decisions that were made, the policies that were implemented, and how our state government functioned today.

K.S.A. 45-402 defines government records as “all volumes, documents...regardless of physical form or characteristics.” This includes records created digitally. The State Records Board establishes the rules and requirements for records management. This is a 5-person board consisting of the State Archivist, Executive Director of the Kansas State Historical Society, State Librarian, Secretary of Administration, and is chaired by the Attorney General.

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CONTINUATION SHEET

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Mr. Veatch added that there was also an effort to get involved in the design of new information systems in order to build records management into systems. The State Archivist reviews for records management any project plans that exceed \$250,000.

KEEP involves taking physical custody or intellectual custody as KSHS for managing authentic records with enduring value in a repository, moving those records through time as technology changes, and providing access to the records. In 2010, the Government Efficiency Committee helped to pass a bill to add to the responsibility of the State Archivist the development of standards for records management and retention. If the records are not immediately going to KEEP, these standards need to be followed.

KEEP partners with the Legislature, the Judicial Branch, and the Attorney General. INK and the Library of Congress provide funding. It is hoped that the KEEP application will be hosted by OITS (Office of Information Technology Services). Mr. Veatch added that KSHS wants to manage the application, be the records people, but doesn't want a server or data center.

Where is KEEP going? Mr. Veatch added that he started with a prototype, sample legislative committee meeting minutes and Supreme Court opinions, and ingested those into the archives. The prototype was accepted in June 2011 and then moved into production development project. Part 1, Dark Archives will be completed in April 2012. He provided some screen shots of the client to be used which will run on desktops. Part 2 of the KEEP production will involve enhanced public access and preservation planning.

Early adopters of KEEP are KDHE, SRS, DOA, Board of Regents, Legislature, and Judicial Branch. The Board of Regents involves fifty years of records, some on business schools that have gone out of business. The Board has the responsibility to maintain student records for 50 years. Mr. Veatch added that KEEP is focused on evidential value to reflect policy and not the implementation. This would be documents of value to someone other than the government of Kansas or other than the creating agency. Preserve information about our culture. The best example, which we don't maintain, is the U.S. Census which contains rich demographic data as to who we are as a people. So much content is being created—social media, Facebook, blogs, Twitter, etc. The Library of Congress is archiving all of Twitter. Many records at the KSHS are on microfilm, and the life expectancy of that is 500 years.

Mr. Cal Lee was the first electronic archivist and worked at KSHS and jump started our program from 1998 through 2000. He started Territorial Kansas Online which had 10,000 images. That has moved on to become kansasmemory.org, an excellent resource for K-12 students.

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CONTINUATION SHEET

Minutes of the HOUSE GOVERNMENT EFFICIENCY COMMITTEE at 3:30 PM on Wednesday, March 14, 2012, in Room 546-S of the Capitol.

Ms. Michaelis added that KSHS has 5,000 researchers a year, but on one day, kansasmemory.org has 800 users on its Web site.

There was some discussion about scheduling a tour of KSHS for Government Efficiency Committee members, and the Committee Assistant will follow-up.

Chair Burgess thanked Mr. Veatch and Ms. Michaelis for the KEEP presentation.

Next on the agenda was a discussion of the State employee innovation award and what is being done to communicate the program to employees. This program is the result of a bill introduced by the Government Efficiency Committee in 2011 Session which became Substitute for HB 2221 and later SB 115, which passed out of the Senate and was signed by the Governor. The Committee was furnished the 2011 Summary of Legislation and Conference Committee Report on SB 115 and Supp. Note on Sub. for HB 2221 ([Attachment 2](#)).

Kraig Knowlton, Human Resources Division from the Department of Administration gave an update. He noted that as reorganization is occurring in the Department of Administration, the Web site is being revised and the award program is being added. It is planned to provide a Web site link on the state employee portal. The portal contains state employee information including private access to individual's paystubs, job vacancies, etc. Mr. Knowlton has reviewed the written testimony provided by KOSE ([Attachment 3](#)) and PEAK ([Attachment 4](#)) in which it is suggested that flyers be inserted into open enrollment packages. He agrees this is a very good idea.

He also noted that, in the past, some agencies had been asked when the program was in existence about how it was promoted and communicated. Mr. Knowlton added that the Administrative Services Forum meets every other Friday and he plans to continue to ask for feedback from that group. He added that he welcomes any feedback from the Government Efficiency Committee and plans to share updates with the Committee via Iraidia Orr in Legislative Research. Chair Burgess noted that Secretary Brownlee had presented cost savings realized by her department mainly due to employee ideas, but she did not know about this employee award program. She suggested the program be promoted in cabinet meetings. Chair Burgess also suggested that e-mail communications be used, maybe a press release, and the Governor is receptive to promoting the program. Mr. Knowlton added that agency newsletters and department web pages are being considered as a way to communicate the program to state employees.

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Success of the program will be measured by the number of suggestions received, how many were adopted, the awards that are generated, and the savings to the State realized. Survey capability exists as well. Chair Burgess noted that although the program was meant for finding efficiencies and savings, it was also meant to increase employee morale through recognition and incentive. The Chair thanked Mr. Knowlton for his update and thanked KOSE and PEAK for their written comments and suggestions.

The next presentation was by Natalie Bright representing Coalition of Opportunities. As required by the 2005 Legislature, a presentation is to be given on the Annual State Use Law Usage Report. The report for July 2009 to June 2011 was distributed to the Committee (Attachment 5). The State Use Law (SUL) vendors (those who employ blind and disabled Kansans) joined together to form the Coalition for Opportunity. A SUL Committee was formed and continues to meet and look for opportunities to grow the program. State agencies, state universities, and school districts are required to purchase these products. The Committee provides a venue for schools to talk about issues they have. The Committee strives to improve sales. In fiscal year 2010, sales totaled \$7.5 million, but decreased in 2011. Some legislation has been introduced to grow the opportunity for these individuals and possibly leveraging the private sector to purchase products. Chris Howe and Martha Gabehart, who work with this program, are in the audience today. A catalog of products has been added online.

Ms. Bright suggested legislators might see if this program is familiar in their districts. She encourages them to inform schools about this program. This program is a great connection between students now in school and those that graduate and use the program in the future. She welcomes legislators to tour the SUL facilities. Representative Howell indicated he has toured Goodwill in Wichita and it gave him a whole new perspective. It is a well run operation which is extremely impressive. Their accomplishments are outstanding. Representative Osterman indicated he toured two facilities in Wichita. One was Envision. He thanked Ms. Bright for the accomplishments of this program.

In response to a question, Ms. Bright noted there are ten SUL companies in Kansas with Cottonwood from Lawrence just recently added. As for pricing the products, the State Use Law Committee approves the pricing, which is not always the bottom dollar, but if purchased in volume, lower prices can be negotiated.

Ms. Bright asked that legislators support legislation to leverage the private sector in order to funnel more dollars into the program. She also asked, with legislators being in influential

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positions, to let people know this program exists, to entice more people to get engaged, and to promote the market to the private sector.

The Chair thanked Natalie Bright for presenting the report and for the work done in creating employment opportunities for the blind and disabled.

There being no other business, the meeting was adjourned at 4:25 p.m.

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