

# ***Ryan Leimkuehler***

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## **Education**

### **Master of Library Science (Archives Track)**

- Emporia University, Emporia, KS
- Graduated August 2017

### **Master of Arts in History**

- Missouri State University, Springfield MO
- Graduated May 2012

### **Bachelor of Science in History and Education**

- Missouri State University, Springfield MO
- Graduated May 2010

## **Professional Work Experience**

### **Emporia State University – Adjunct Instructor**

January 2019 – present

- LI849XI – Records Management
  - This course examines the process of creating and maintaining the corporate and cultural memory of an organization through its records. Students study the concepts and principles of records and information management, applications and best practice, the history of the field and current issues affecting the profession.
- LI809XI – Introduction to Archives
  - Students are introduced to the archival profession and to archives and manuscripts in multiple formats. The course explores the functions of selection, appraisal, acquisition, arrangement and description, reference services and access, preservation and protection, outreach, advocacy, promotion, management, and professional ethical and legal responsibilities.

### **Kansas State University - Assistant Professor, University Records Manager**

August 2017 – present

- Serve as university's records officer, including tracking and ensuring compliance with restrictions on access to active and inactive records under the Kansas Open Records Act, K.S.A. 45-215 et seq.
- Provide leadership in establishing program priorities and creating policies, procedures, and standards to define and facilitate effective RIM.
  - Work with campus IT staff to develop requirements for a secure electronic records environment, and collaborate with University Archivist and campus IT staff

to develop effective workflows for transferring electronic records to university's digital archives.

- Train records creators and administrators in effective RIM.
- Serve as member of the University Records and Information Management Committee.
- Assist University Archivist with meeting reference and processing needs of university archives.
- Participate on other Libraries and university committees and teams as appropriate.
- Pursue activities and meet responsibilities necessary for achieving tenure at Kansas State University Libraries.

### **Haskell Indian Nations University - Adjunct Instructor**

January 2018 – August 2019

- Instructor of Records IV – Preservation
  - Students examine the basic concepts of preservation of archival materials, including factors that lead to deterioration, environmental control, storage, care and handling, emergency preparedness and funding source.

### **Kansas Historical Society - Government Records Archivist**

May 2016- August 2017

- Identify, appraise, acquire, arrange, describe and preserve Kansas government records (analog and digital) deemed to possess enduring value
- Develop records retention and disposition schedules for state and county government agencies
- Provide guidance to state agencies and local governments on records management and preservation practices
- Conduct/design workshops and other training activities
- Agency Records Officer
- Assist in preparing and evaluating grant applications

### **Mid-Continent Public Library – Access Specialist I**

February 2015 – August 2017

- Supports, promotes, implements, and makes decisions based on established Library policies, guidelines, and programs
- Performs circulation duties for customers, including checkout and discharge of materials, collecting payment for fines and bills, updating customer account information, and issuing library cards
- Assists customers with technology-related questions and issues and responds to routine reference questions
- E-book expert, readers advisory, and program training

### **Kansas City Public Library – Library Substitute**

January 2016 – January 2017

- Assists in delivery services
- Assists in outreach programs
- Supports, promotes, implements, and makes decisions based on established Library policies, guidelines, and programs
- Performs circulation duties for customers, including checkout and discharge of materials, collecting payment for fines and bills, updating customer account information, and issuing library cards
- Assists customers with technology-related questions and issues and responds to routine reference questions

### **Graduate Teaching Assistant, University of Missouri - Kansas City**

August 2014 – December 2015

- Assists in teaching, grading student work, maintaining the Blackboard course website, writing enrichment curriculum, preparing and facilitating lectures and reading/discussion groups

### **Secondary Social Studies Teacher, Clever R-V School District**

August 2012 – May 2014

Department Chair - August 2012 – May 2014 (Two direct reports)

- Write curriculum, lead class discussions, provide instruction on how to conduct research projects, create and graded various assignments
- After-School Social Studies Extended Learning Teacher

### **Professional Memberships/Service**

- Academy of Certified Archivists (ACA) (2018-present)
  - ACA Exam Prep Instructor (2019-present)
- Society of American Archivists (SAA) (2015-present)
  - Digital Archives Specialist (DAS) (2019-present)
  - SAA Mentoring Program (2017-present)
  - SAA Records Management Section Steering Committee (2020-present), Vice Chair/Chair Elect (2021-2022), Chair (2022-2023)
  - SAA Archival Educators Section Steering Committee (2019-2021)
  - SAA Government Records Steering Committee (2018-2020)
  - SAA Issues and Advocacy News Monitoring Team (2017-2020)
- National Association of Government Archives and Records Administrators (NAGARA) (2015-present)
- Midwest Archives Conference (MAC) (2015-present)
  - MAC President's Award committee (2017-present)
  - MAC Education Committee (2020-present)
  - Speakers Bureau Coordinator (2019-2022)
  - 2020 Program Committee (2019-2020)
- Kansas City Area Archivists (KCAA) (2015-present)
  - KCAA Website Administrator (2017-2021)
- Kansas Archive-It Consortium (KAIC) (2019-2020)

- Wornall/Majors Collection Development Committee (2018- 2020)

## University Service

- University Records and Information Management Committee, Chair (2017-present)
- K-State Student Union Governing Board (2018-present)
  - K-State Student Union Governing Board Executive Committee (2018-2022)

## Library Service

- Library Faculty and Professional Staff Vice Chair/Chair Elect (2021-present)
- Combined Libraries Award Committee (2021-2022)
- Ad Hoc Committee on Library Data Storage/Guidance (2020-2022)
- Ad Hoc Committee on Teaching (2019-2021)
- Professional Development Committee (2018-2020)
- Ad Hoc Committee on Graduate Faculty Status (2018-2020)
- Tenure/Promotion/Evaluation Procedure Documents Review Committee (2018-May 2019) (Chair)
- Brice G. Hobrock Selection Committee (2017-2018)

## Publications

- Leimkuehler, Ryan, "Employee Training," The Handbook of Archival Practice. Edited by Patricia C. Franks. (Maryland: Rowman & Littlefield Publishing Group, 2021).
- Leimkuehler, Ryan. "Digital Curation Fundamentals" Review of Digital Curation Fundamentals, by Jody DeRidder. Archival Issues, 2020.
- Leimkuehler, Ryan. "Analog to Digital" Review of Archival Arrangement and Description: Analog to Digital, By Lois Hamill. Archival Issues, November 2018.

## Presentations

### National Conferences

- Denison, V., **Leimkuehler, R.**, "It is Helpful to Not Have Fires: A Fire Disaster and Recovery Records Case Study." Presentation at the National Association of Government Archives and Records Administrators Conference, Salt Lake City, Utah, July 2022.
- **Leimkuehler, R.**, "All Aboard: The Importance and Value of Onboarding/Off Boarding Documentation." Presentation for the Business Archives and Records Management Sections Joint Colloquium at the Society of American Archivist National Conference, Web, August 2021.
- Bailey, C., Dixon, N., Hager, J., **Leimkuehler, R.**, Ray, W. "Records Management at a Distance, or How We Learned to Stop Worrying and Have a Sunny Disposition." Panel presentation at the Society of American Archivists National Conference, Web, August 2021.
- **Leimkuehler, R.**, Higgins, G., Kimbell, R. "Waking Up: Disaster Planning

and Response in Archives.” Panel presentation at the Society of American Archivists National Conference, Web, August 2020. **(Chair)**

- **Leimkuehler, R.**, Coyner, L., Roussain, J., Schechter, G. “Archivists as Teachers: A to Z on how to engage, conduct, and maintain educational practice in our communities.” Panel presentation at the Society of American Archivists National Conference, Austin, TX., August 2019. **(Chair)**
- Gatlin, H., Jennings, M., Jolivet, T., **Leimkuehler, R.**, Rios, J., Shaarda, K. “It’s mine...and you can’t have it!” Panel presentation at the Society of American Archivists National Conference, Washington, D.C., August 2018.
- **Leimkuehler, Ryan.** “Building a Records Management Program...and Why We Should Care.” Presentation to Government Records Section at the Society of American Archivists National Conference, Washington, D.C., August 2018
- **Leimkuehler, Ryan.** “The Curse of the Magistrates.” Paper presented at the Phi Alpha Theta National Conference, Orlando, FL, January 2012.

### Regional Conferences

- Denison, V., Kearns, S., **Leimkuehler, R.**, “Fires, Pandemics, and Silenced Voices in Archival Collections; Processing, Access, and Outreach in Times of Disaster.” Presentation at the Midwest Archives Conference, Madison, WI, May 2022.
- **Leimkuehler, R.** “Expanding Our Tool Box: Ways Educators and Non-Educators Can Engage Their Students, Communities, and Visitors.” Presentation at the Missouri Association for Museum and Archives Conference, Web, October 2020.
- **Leimkuehler, R.**, Rohleder, M., Wahlmeier, A. “MAC Take Two.” Panel presentation at the Kansas City Area Archivist Fall Seminar, Kansas City, MO, August 2019. **(Chair)**
- Kirycki, S., **Leimkuehler, R.**, Rohleder, M., Wahlmeier, A. “Reach Out! I’ll Be There: Four Institutional Approaches to Transparency and Access.” Panel presentation at the Midwest Archives Conference, Detroit, MI, April 2019. **(Chair)**
- **Leimkuehler, Ryan.** “We Can Be Teachers Too?” Panel presentation at the Kansas/Western Missouri chapter of the Special Libraries Association Conference, Kansas City, MO, October 2018.
- **Leimkuehler, Ryan.** “The Curse of the Magistrates.” Paper presented at the James A. Rawley Graduate Conference in the Humanities, Columbia, MO, March 2012.
- **Leimkuehler, Ryan.** “The King’s Demonology.” Paper presented at the Missouri State University Graduate Conference, Springfield, MO, February 2012
- **Leimkuehler, Ryan.** “The Emergence of German Science.” Paper presented at the Midwest Junto of the History of Science, Columbia, MO, March 2010.

### Invited Presentations/Workshops

- **Leimkuehler, R.**, “Lunch and Learn – Disaster Prep and Response: Where to Start and What We Should Consider.” Webinar for Special Libraries Association Kansas-Western Missouri, Web, May 2021.
- **Leimkuehler, R.**, Higgins, G., Kimbell, R. “Disaster Response and Planning Workshop.” Workshop/Webinar for Society of American Archivists Archival

Management Track Certificate, Web, March 2021.

- **Leimkuehler, R.**, Brown, D., “Building Alliances in Records Management Part II.” Presentation/Discussion to the Society of American Archivists Records Management Section, Web, March 2021.
- **Leimkuehler, R.**, Brown, D., “Building Alliances in Records Management Part I.” Presentation/Discussion to the Society of American Archivists Records Management Section, Web, December 2020.
- **Leimkuehler, R.** “Disaster Planning and Response.” Presentation to the Spring 2020 Haskell Indian Nations University Preservation Course, Lawrence, KS, April 22, 2020.
- **Leimkuehler, R.** “Primary Sources and the Role of Archives in Our Classrooms: Critical Thinking Through Legacy Data and Resources.” Presentation to the 2020 K-State Teaching Retreat, Manhattan, KS, February 14, 2020.
- Coleman, J., Hargett, R., **Leimkuehler, R.** “Too Many Fish: Finding Your Perfect Research Resource.” Lecture, Kansas Historical Society Resources, Manhattan, KS, October 10, 2017.

## Courses

- **Leimkuehler, Ryan.** “Introduction to Archives.” (Emporia State University, Online, Fall 2022)
- **Leimkuehler, Ryan.** “Introduction to Archives.” (Emporia State University, Online, Summer 2022)
- **Leimkuehler, Ryan.** “Records Management.” (Emporia State University, Online, Summer 2021)
- **Leimkuehler, Ryan.** “K-State History and Heritage: Who Are We, and How Do We Know?” (Kansas State University, Fall 2020)
- **Leimkuehler, Ryan.** “Records Management.” (Emporia State University, Online, Spring 2020)
- **Leimkuehler, Ryan.** “Introduction to Archives.” (Emporia State University, Online, Fall 2019)
- **Leimkuehler, Ryan.** “K-State History and Heritage: Who Are We, and How Do We Know?” (Kansas State University, Fall 2019)
- **Leimkuehler, Ryan.** “Records Management.” (Emporia State University, Online, Spring 2019)
- **Leimkuehler, Ryan.** “Records IV – Management and Preservation of Archival Materials.” (Haskell Indian Nations University, Lawrence, KS, 2018-2019)
- Church, M., **Leimkuehler, R.**, Rohleder, M., Wolfe, E. “Digital Preservation.” Lecture series for Bernard Osher Lifelong Learning Institute at the University of Kansas, Lawrence, KS, October 4, 11, 18, 2017.