Minutes

Date: 02/13/2015  
Start Time: 9:00 AM  
Adjournment Time: 9:50 AM  
Location: University Library  
Type of Meeting: Regular

CHAIR: Cyndy Robertson

SECRETARY

ATTENDEES: Don Smith, Karen Crowley, Bill McCown, Leonard Clark, Fred Baragona, Gail Parker

ABSENT (EXCUSED): Chance Eppinette

Agenda

GENERAL ANNOUNCEMENTS

Call to Order

DISCUSSION TOPICS

Records Retention Schedules - Approved April 2014 and reflect current organization structure
Records Management Policy - Draft Policy was discussed, some wording was considered. Baragona moved that the revised policy be sent to Eppinette to make sure it reflects current technology. Clark seconded this and all voted in favor.

CONCLUSIONS

The group agreed that once the revised policy is viewed by Eppinette it could be considered for approval through electronic means and that at that point it should be sent to Sherrye Carradine.

ACTION ITEMS

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<thead>
<tr>
<th>ACTION ITEM</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Have Chance Eppinette consider wording of 5,6,7 of Litigation Record Hold Process as it relates to technology</td>
<td>Robertson</td>
<td></td>
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Approved by committee/council chair  
Signature  
Date

Template revised August 2013