Records Management Committee

Minutes

Date 01/22/2014  Start Time 3:00 AM  Adjournment Time 3:45 AM  Location Library 420

Type of Meeting  ☑ Regular  ☐ Special

CHAIR            Cyndy Robertson
SECRETARY
ATTENDEES        Karen Crowley, Richard Hood, Paul Karlowitz, Bill McCown, Gail Parker, Don Smith, Cyndy Robertson
ABSENT (EXCUSED) Chance Eppinette

Agenda

GENERAL ANNOUNCEMENTS

The Records Retention Schedules (sent to the Secretary of State's Office 1/13) were returned for editing. Robertson is in the process of making the changes.

DISCUSSION TOPICS

Members discussed edits to the schedules and the need to reflect the new organizational structure in the schedules.

CONCLUSIONS

Committee members suggested Robertson ask to be on the Dean's Council agenda so that Dean's will be aware of necessary changes and will be able to provide Robertson with contact personnel to verify those changes.

ACTION ITEMS

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<th>PERSON RESPONSIBLE</th>
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Hood made a motion and Crowley seconded that necessary edits to the schedules also reflect the new organization structure. All voted in favor.

Approved by committee/council chair

Signature  Date