



Records Management Committee

MINUTES

JULY 11, 2012

2:00 PM

LIBRARY 502 B

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

Agenda topics

DISCUSSION	General Announcements	
Next meeting is scheduled for July 2012.		
DISCUSSION	New Records Retention Schedules Due November 30, 2012	
Discussion of new form required for schedules due for submission to the Secretary of State's Office		
CONCLUSIONS	Suggestion was made for Cyndy to contact Vice Presidents to determine who would need the information on the new plans	
Cyndy offered copies of current plan and training when requested.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	Responsible Person Name	Deadline Here