



# ULM Records Management Committee

## Minutes

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

|                  |  |
|------------------|--|
| 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<br>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  | PERSON RESPONSIBLE | DEADLINE |
| Have Chance Eppinette consider wording of 5,6,7 of Litigation Record Hold Process as it relates to technology   | Robertson          |          |

Approved by committee/council chair \_\_\_\_\_  
 Signature Date