



# 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	PERSON RESPONSIBLE	DEADLINE
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