



Records Management Committee

Minutes

Date 08/18/2015 Start Time 10:15 AM Adjournment Time 10:30 AM Location Library 106
 Type of Meeting Regular Special

CHAIR	Cyndy Robertson
SECRETARY	
ATTENDEES	Fred Baragona, Leonard Clark, Chance Eppinette Bill McCown, Gail Parker, Don Smith, Cyndy Robertson
ABSENT (EXCUSED)	Karen Crowley

Agenda

GENERAL ANNOUNCEMENTS		
The meeting was held prior to a Records Management University Week program for faculty and staff. The minutes of the 2/13/2015 meeting were available for members. F. Baraona moved that they be approved and Gail Parker seconded. All voted in favor.		
DISCUSSION TOPICS		
Robertson reminded committee members that the current schedules were approved through 2019 and that the Records Management policy was in the policies database. Chance Eppinette was asked about the cloud e-mail. He gave the status of that work and will continue to update the group as needed.		
CONCLUSIONS		
The meeting was adjourned with some members staying for the program.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

Approved by committee/council chair _____
 Signature Date