



Records Management Committee

MINUTES

AUGUST 11, 2008

3:30 PM

ULM LIBRARY SPECIAL COLLECTIONS,
RM. 502 B

CHAIR	Don Smith
ATTENDEES	Richard, Hood, Gail Parker, Cyndy Robertson, Don Smith, Annette Murdock-Tangye, Tom Whatley
ABSENT (EXCUSED)	Linda Jackson, Eric Pani

Agenda topics

DISCUSSION	General Announcements
Disaster preparedness, space considerations, security concerns and the feasibility of data imaging were issues discussed by the group. As needed or required, the next meeting time and place will be announced.	
DISCUSSION	Records Management Plan
Dean Smith, ULM Records Officer, announced that he had received notification that the ULM Records Management Plan had been approved by the Records Management Section of the Louisiana State Archives. It was noted that new forms are available and on the Louisiana Secretary of State web site and the Records Management Office requires any acronyms used on the forms to be clearly identified. Members present were encouraged to use the State Archives link to current forms.	
CONCLUSIONS	The ULM Records Management Committee sets as its goals for the 2008/2009 year: to follow state laws and procedures, to monitor and enforce these laws and procedures, and to educate new participants on the local implementation of the records management process as required by the Louisiana Secretary of State's Office, Louisiana State Archives, Records Management Section, in accordance with Louisiana Revised Statutes, Title 44.