



Records Management Committee Minutes

Minutes

Date 01/22/2020 Start Time 2:00 PM Adjournment Time 2:30 PM Location ULIB 520
 Type of Meeting Regular Special

CHAIR	Heather R. Pilcher
SECRETARY	Megan Lowe
ATTENDEES	Sushma Krishnamurthy, Chance Eppinette, Gail Parker
ABSENT (EXCUSED)	Megan Lowe, Bill McCown

Agenda

GENERAL ANNOUNCEMENTS		
Chair Pilcher gave updates regarding form procedures and vault space.		
DISCUSSION TOPICS		
<small>The committee discussed the addition of new vault space (closing in part of 5th floor), and the cost of such a project. The main cost of additional space, would entail adding a fire suppression system. Also discussed, was the request by the State to streamline the filling out of disposal request forms, using descriptions from the "Record Series Title" on the retention schedule.</small>		
CONCLUSIONS		
Committee members will be updated regarding any records management issues.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The Passman filing cabinets will be moved from the vault (ULIB 511), to ULIB 502B, in order to address immediate vault space needs.	Pilcher	N/A

Approved by committee/council chair Yes on 01/22/2020