



Records Management Committee Minutes

Date 01/29/2019 Start Time 10:00 AM Adjournment Time 10:20 AM Location ULIB 420
 Type of Meeting Regular Special

CHAIR	Heather Pilcher
SECRETARY	Megan Lowe
ATTENDEES	Gail Parker, William McGown, Celia Webb, Sushma Krishnamurthy
ABSENT (EXCUSED)	Megan Lowe

Agenda

GENERAL ANNOUNCEMENTS		
Chair Pilcher gave updates regarding the retention schedule, use forms, and storage space.		
DISCUSSION TOPICS		
The committee discussed the retention schedule and records management process. Pilcher plans to complete the retention schedule by converting it to a pdf and signing the pages. It should be ready to send to the State office for approval, this week or next. Also discussed, was the creation of a 'retrieval form' & sign in sheet, for better file tracking and security. Lastly, an update of storage space was given.		
CONCLUSIONS		
Committee members will be able to view any updated documents in OneDrive.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Completed retention schedule will be emailed to Zach Thompkins at the State office.	Pilcher	N/A

Approved by committee/council chair Yes on