



Records Management Committee Minutes

Date 11/14/2018 Start Time 9:00 AM Adjournment Time 9:30 AM Location ULIB 420
 Type of Meeting Regular Special

CHAIR	Heather Pilcher
SECRETARY	Megan Lowe
ATTENDEES	Gail Parker, William McGown, Naomi Mitchell
ABSENT (EXCUSED)	Chance Eppinette

Agenda

GENERAL ANNOUNCEMENTS		
<p>Chair Pilcher has made the amended schedules and new inventories available to the committee through OneDrive. Documents from 2014 have also been shared as a point of comparison for committee members. November 30 is the deadline for submitting changes to records retention schedules across campus.</p>		
DISCUSSION TOPICS		
<p>The committee discussed the need to have someone to represent student interests on the committee such as someone from Student Affairs. Lowe recommended that Pilcher contact that office and ask who handles records management and request that they join the committee. Pilcher also realized that the Registrar was not represented on the committee; she indicated she would reach out to their designee, Karen Crowley, about today's meeting. The committee also discussed the former composition of the committee and who else might need to be included. Parker inquired about an email she'd sent Pilcher regarding two changes with Budget records; Pilcher requested that Parker email her about it again for follow-up.</p>		
CONCLUSIONS		
<p>Pilcher requested that the committee members review the files in OneDrive, especially the amended schedules. She indicated that she would do follow-up about committee composition to ensure that all divisions were represented on the committee.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow-up with Parker about changes to Budget records.	Pilcher	N/A

Approved by committee/council chair Yes on