



Record Management Committee Meeting

Minutes

Date 02/16/2022 Start Time 9:10 AM Adjournment Time 9:45 AM Location ULIB 502
 Type of Meeting Regular Special

CHAIR	Heather R. Pilcher
SECRETARY	Not currently filled
ATTENDEES	Nicole Walker, Bill McCown, and Melissa Leporati
ABSENT (EXCUSED)	Sushma Krishnamurthy, Chance Eppinette, and Anthony Malta

Agenda

GENERAL ANNOUNCEMENTS		
Retention schedule is due for renewal by January, 2024. Work will begin on the renewal, during the spring semester of 2023.		
DISCUSSION TOPICS		
Process for storage & destructions of boxes. Vault storage space update. Retention schedule renewal process.		
CONCLUSIONS		
Vault has apprx. 2000 box spaces already filled, with a total of 541 box spaces available. The need for creating additional storage space will eventually need to be addressed.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
No immediate action items are required this year. The retention shedule renewal will be completed during the 2023 calendar year.	Heather R. Pilcher	January 2024

Approved by committee/council chair Yes on 2/16/22