



Record Management Committee Meeting

Minutes

Date 02/02/2023 Start Time 2:00 PM Adjournment Time 2:40 PM Location Zoom
 Type of Meeting Regular Special

CHAIR	Heather R. Pilcher
SECRETARY	Jessica Louque
ATTENDEES	Chance Eppinette, Bill McCown, Jessica Louque, Benji Buffington, Anthony Malta, Sushma Krishnmurthy
ABSENT (EXCUSED)	

Agenda

GENERAL ANNOUNCEMENTS		
Retention schedule renewal, due in January 2024, progress report.		
DISCUSSION TOPICS		
Vault storage space update. Retention schedule renewal process. Process for proper box storage and destruction. Digital storage issues.		
CONCLUSIONS		
Vault has apprx. 2000 box spaces already filled, with a total of 538 box spaces available (last year total 541).		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The retention schedule renewal will be completed during the fall of 2023 and added to ULM's Website during the spring semester of 2024.	Heather R. Pilcher	January 2024

Approved by committee/council chair Yes on 2/6/2023