



Records Management Committee

MINUTES

AUGUST 16, 2010

1:30 PM

ULM LIBRARY SPECIAL COLLECTIONS
ROOM 502 B

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| ACTING CHAIR | Cyndy Robertson |
| ATTENDEES | Karen Crowley, Richard Hood, Bill McCown, Gail Parker, Cyndy Robertson, Don Smith, Tom Whatley |
| ABSENT (EXCUSED) | Paul Karlowitz |

Agenda topics

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| DISCUSSION | General Announcements | |
| Next meeting is scheduled for August, 2011 | | |
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| DISCUSSION | Records Retention Schedules and next approval date of 2013 | |
| Discussion of required forms and locations of those forms as per L.R.S. 44:411. Dr Hood suggested and Dr McCown agreed to assist in getting cooperation from areas that have new faculty and staff in positions dealing with records management. | | |
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| CONCLUSIONS | Anyone needing copies of current schedules will contact Robertson in the Records Center for copies. | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| None | | |
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