



Records Management Committee

Minutes

Date 04/05/2016 Start Time 3:30 AM Adjournment Time 4:00 AM Location University Library
 Type of Meeting Regular Special

CHAIR	Robertson, Cyndy
SECRETARY	
ATTENDEES	Chance Eppinette, Gail Parker, Melissa Ducote, Don Smith, Leonard Clark, Cyndy Robertson, Kirby Campbell (guest)
ABSENT (EXCUSED)	Karen Crowley, Bill McCown

Agenda

GENERAL ANNOUNCEMENTS		
Call to order, Robertson read the minutes from the August 18, 2015 meeting. Parker moved and Eppinette seconded the minutes be approved as read. Eppinette provided information on the retention period of e-mails. E-mail retention is now available for 7 years.		
DISCUSSION TOPICS		
Policy changes that were e-mailed prior to the meeting were discussed. The changes included clarifications to include information contained in electronic data processing equipment, definitions of public records and custodian, and default records retention periods. Ducote made the motion to make these changes and Parker seconded. All voted in favor. Posting of the retention schedules was then discussed. Ducote made the motion and Eppinette seconded that these schedules be posted on the web page. All voted in favor. It was also suggested that a link from the Records Management policy to the schedules be provided along with a link to the Records Management portion of the Special Collections web page.		
CONCLUSIONS		
There being no further business, the meeting was adjourned.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Approved by committee/council chair _____
 Signature Date