



# Records Management Committee

## Minutes

Date 08/18/2015 Start Time 10:15 AM Adjournment Time 10:30 AM Location Library 106  
 Type of Meeting  Regular  Special

|                  |   |
|------------------|---|
| CHAIR            | Cyndy Robertson   |
| SECRETARY        |   |
| ATTENDEES        | Fred Baragona, Leonard Clark, Chance Eppinette Bill McCown, Gail Parker, Don Smith, Cyndy Robertson |
| ABSENT (EXCUSED) | Karen Crowley   |

## Agenda

|   |                    |          |
|---|--------------------|----------|
| GENERAL ANNOUNCEMENTS   |                    |          |
| The meeting was held prior to a Records Management University Week program for faculty and staff. The minutes of the 2/13/2015 meeting were available for members. F. Baraona moved that they be approved and Gail Parker seconded. All voted in favor.   |                    |          |
| DISCUSSION TOPICS   |                    |          |
| Robertson reminded committee members that the current schedules were approved through 2019 and that the Records Management policy was in the policies database. Chance Eppinette was asked about the cloud e-mail. He gave the status of that work and will continue to update the group as needed. |                    |          |
| CONCLUSIONS   |                    |          |
| The meeting was adjourned with some members staying for the program.  |                    |          |
| ACTION ITEMS  | PERSON RESPONSIBLE | DEADLINE |
| None  |                    |          |

Approved by committee/council chair \_\_\_\_\_  
 Signature Date