

Records Management Committee Minutes

2010

The Records Management Committee Meetings are conducted on a quarterly (February, May, August and November) basis. Meetings are held in the Van Buren High Community Room at 7:30 p.m. on the fourth Tuesday of the depicted month.

Committee Members: Myron Kauffman and Joe Fenimore

February Minutes

Members present: Mayor Ed May, Myron Kauffman, and Keith Brenneman

Members not present: Joe Fenimore

Visitors present: None

New Business:

1. Started the Process of Records Management Planning

- **Started the Analyze organizational content**
 - i. Plans are to review records every Wednesday starting March 17 until completion

2. Path forward

- Purchase a 5 drawer filing cabinet
- Relocate all records to the Community Room at the VBHS
- Develop a plan how content moves to the Records Center/ Historical site
- Develop a compliance reporting and documentation

Submitted by Ed May for Joe Fenimore