

Records Management Committee Minutes

2009

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

November Minutes

Members present: Mayor Ed May, Myron Kauffman, Matthew McCracken and Joe Fenimore

Members not present: None

Visitors present: None

New Business:

1. Started the Process of Records Management Planning

- **Started the Analyze organizational content**
 - i. Completed removing one filing cabinet
 - ii. Plans are to review records every Wednesday until completion
- **Develop a file plan**
 - i. Completed- Plan Developed
- **Develop retention schedules**
 - i. Completed – see schedule
- **Evaluate and improve document management practices**
 - i. Completed
- **Design the records management application**
 - i. Completed
- **Develop a plan how content moves to the Records Center/ Historical site**
- **Develop a compliance reporting and documentation**

Submitted by Joe Fenimore