

**Records Management Committee
May 6, 2008**

Present: Terry Berg, Bruce Cotgreave, Laura Grandgenett, Mark Hanna, Linda Hendrick, Rhonda Higgs, Mark Hutson, Mike Jager, Sara Long, Kay Mooney, Vickie Shelton, and Lynn Thornton

Absent: Diane Brice and Brenda Sadler

The meeting was held at 2:00 p.m. in L112.

The Disposition List for 2008, which was created by the database, was discussed. Vickie reminded the committee this list contains paper records only at this time. Mike stated this is not a complete year; we are trying to get older documents out of the system. We will start fresh this fall, and the database will compile a new disposition list at 9-1-08. If approved, these items will be disposed of in June.

Mark Hanna asked how these records will be disposed of. Mike explained we will follow the disposition procedures previously approved by the committee; we will contact DSS to pick up the items and shred them. Mike also explained the approximate cost to dispose of the items on this list will be \$615.

Terry Berg moved that the items on the Disposition List for 2008 be disposed of; Mark Hanna seconded. The motion carried unanimously.

Kay Mooney stated she has an employee who works nine hours a week and does shredding only. She asked when items for Financial Aid might be available for her to shred. Mike said it would probably be 9-1-08. Kay, Mike, and Vickie will discuss this further.

In the future when Kay's office sends an email requesting shredding for the Financial Aid employee, Vickie and/or Mike will also send an email asking department heads to check the records retention schedule, and not send items on this schedule to Financial Aid to be shredded.

Mark Hanna asked if liaisons in each area have been assigned. Mike stated they have been in the areas we are working closely with at this time.

Lynn asked if we could save the \$615 dollars being paid for this round of shredding by using the Financial Aid employee instead. Mike gave the following reasons for using DSS for our shredding: 1) Audit, 2) using a certified vendor, 3) a strip shredder, such as Financial Aid uses, is not acceptable, and 4) manhandling of the documents. Vickie stated there is

also an accountability factor, and Mike said they prefer this closed loop system.