

CLEVELAND PUBLIC LIBRARY
Minutes of the Library Records Commission Meeting
November 20, 2014
Trustees Room Louis Stokes Wing
Following 12:00 P.M. Meeting of Board of Library Trustees

Present: Mr. Corrigan, Mr. Hairston, Ms. Rodriguez,
 Mr. Seifullah, Mr. Werner, Ms. Krenicky

Absent: Ms. Butts, Mr. Parker

In Attendance: Ann Marie Wieland, Library Archivist
 Timothy Diamond, Records Custodian

Mr. Corrigan called the meeting to order at 1:45 p.m.

Approval of the Minutes

Mr. Werner moved approval of the minutes of the November 21, 2013, meeting of the Library Records Commission. Mr. Seifullah seconded the motion. Hearing no objections, the motion carried.

Overview of Process

Mr. Diamond provided a brief overview of the record retention schedule and the process the Library follows to comply with Ohio law.

Review of Records to be Disposed

Mr. Diamond explained that there were no revisions to the Record Retention Schedule at this time and the Library is disposing of records in compliance with the Schedule. Mr. Corrigan asked what type of records were the most disposed of each year, and Ms. Wieland replied that financial records accounted for the most. Ms. Krenicky concurred, citing the "five year-provided audited" retention period for many of their documents, for example purchase orders and vouchers.

Mr. Corrigan asked if there were any other questions from the Commission members. There were none.

Mr. Werner made a motion to adjourn. Mr. Seifullah seconded the motion. Mr. Corrigan adjourned the meeting at 1:50 PM.