

CLEVELAND PUBLIC LIBRARY  
Minutes of the Library Records Commission Meeting  
November 19, 2015  
Trustees Room                      Louis Stokes Wing  
Following 12:00 P.M. Meeting of Board of Library Trustees

Present: Ms. Butts, Mr. Corrigan, Ms. Rodriguez, Mr.  
Seifullah, Ms. Krenicky

Absent: Mr. Hairston, Mr. Parker, Ms. Washington  
In Attendance: Ann Marie Wieland, Library Archivist  
Timothy Diamond, Records Custodian

Ms. Rodriguez called the meeting to order at 1:20 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes of the November 14, 2014, meeting of the Library Records Commission. Ms. Krenicky seconded the motion. Hearing no objections, the motion carried.

Overview of Process

Mr. Diamond provided an overview of the record retention schedule that is available on the Library's public website and the staff intranet. Mr. Diamond explained that the Record Retention Schedule goes to the Ohio Historical Society for review. There were no changes to the Schedule this year; however, next year, Ms. Krenicky and her staff in Financial Services will be auditing, as part of their operational goals, all the forms they use to see if any are missing from the Retention Schedule.

Mr. Corrigan made a motion to confirm full compliance with Ohio Historical Society procedures. Mr. Seifullah seconded the motion. Hearing no objections, the motion carried.

Mr. Seifullah made a motion to adjourn. Ms. Butts seconded the motion. Ms. Rodriguez adjourned the meeting at 1:30 p.m.