

CLEVELAND PUBLIC LIBRARY  
Minutes of the Library Records Commission Meeting  
November 17, 2016  
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 1:30 p.m.

Approval of the Minutes

Mr. Corrigan moved approval of the minutes of the November 19, 2015 meeting of the Library Records Commission. Mr. Seifullah seconded the motion. Hearing no objections, the motion carried.

Overview of Process

Mr. Diamond provided an overview of the record retention schedule and the process for disposing obsolete records. Mr. Diamond assured the Commission that the Library's institutional records are safeguarded in its Archives.

Review of the Revision

The Library's record retention schedule is currently five years old and needs revision because some records are now kept in a different format. Ms. Wieland described which records could be de-accessioned in 2016: rejected RFQs from the Library Consolidation Project from 2010 and the Facilities Assessment from 2011. Mr. Corrigan made a motion to deaccession the records in full compliance with Ohio Historical Society procedures. Mr. Seifullah seconded the motion. Hearing no objections, the motion carried.

Mr. Corrigan made a motion to adjourn the meeting. Mr. Seifullah seconded. Ms. Rodriguez adjourned the meeting at 1:40 p.m.