

CLEVELAND PUBLIC LIBRARY
Minutes of the Library Records Commission Meeting
November 18, 2010
Trustees Room Louis Stokes Wing
1:00 P.M.

Present: Mr. Corrigan, Mr. Seifullah, Ms. Butts,
Mr. Hairston, Mr. Parker, Ms. Kuban

Absent: Ms. Rodriguez, Mr. Werner

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

Ms. Butts called the meeting to order at 1:00 p.m.

Approval of the Minutes

Mr. Corrigan moved approval of the minutes of the November 19, 2009 meeting of the Library Records Commission. Mr. Parker seconded the motion. Hearing no objections, the motion carried.

Overview of Process

Mr. Diamond provided an overview of the process for the destruction of records, and reintroduced Ms. Wieland. Mr. Corrigan pointed out that there were no new members on the Commission, and the process was becoming more familiar. Mr. Diamond stated that there was nothing extraordinary on the list of records to be disposed.

Review of Records to be Disposed

Commission members reviewed the Destruction Pending Report (attached). Hearing no objections, Mr. Diamond informed the Commission that the Library would file the necessary forms to dispose of records according to the Record Retention Schedule.

Ms. Corrigan adjourned the meeting of the Records Commission at 1:30 p.m.