

CLEVELAND PUBLIC LIBRARY
Minutes of the Library Records Commission Meeting
November 17, 2011
Trustees Room Louis Stokes Wing
Following 12:00 P.M. Meeting of Board of Library Trustees

Present: Mr. Seifullah, Ms. Butts,
 Mr. Parker, Mr. Werner, Ms. Krenicky

Absent: Mr. Corrigan, Ms. Rodriguez, Mr. Hairston

In Attendance: Felton Thomas, Director
 Joyce Dodrill, Chief Legal Officer
 Ann Marie Wieland, Library Archivist
 Timothy Diamond, Records Custodian

Mr. Seifullah called the meeting to order at 2:20 p.m.

Approval of the Minutes

Mr. Seifullah moved approval of the minutes of the November 18, 2010 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 the role of the Library Records Commission. 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. 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.

Application for One-Time Disposal of Obsolete Records

Ms. Wieland explained the process for the one-time disposal of a particular record and asked the Commission for approval to dispose of Form 408, *Subscription/Standing Order/Continuation Request* for the years 1976-2007. Ms. Wieland explained that the form is no longer used by the Acquisitions Department and any information that might have long-term value is contained in other reports. Hearing no objections, Mr. Diamond informed the Commission that the

Library would file the necessary form to dispose of the obsolete record.

Ms. Seifullah adjourned the meeting of the Records Commission at 2:50 p.m.