

**Records Retention Task Force
Minutes
December 2, 2020
(Virtual meeting on Go-To-Meeting)**

Attendees: **TF members** – Sabrina Baron, Ben Fischler, Molly Lester, Stephen Oetken, Sue Ready – **Staff Liaison** – Neron Adams-Escalera

Absent: Anna Socrates

1. Reports

Board Liaison: Sue reported that she had relabeled the boxes in the storage room at 21 Parkway in accordance with the TF's reclassifications

Staff Liaison: Neron reported that there will not be a problem with the TF inventorying maps in the Warehouse at the time those maps are being removed from their drawers for digitizing.

Molly reported that she is continuing to interview staff members regarding records located in their offices (or other places of which they are aware) that may be important to be included in the TF's inventory of records.

2. Approval of minutes of October 13, 2020.

The Task Force approved the minutes for the meeting of October 13, 2020.

3. 2020 Budget

Sabrina agreed to make a list of recommended items to be purchased with the TF's \$650 budget for FY2020.

4. Discussion of Record Retention Policy

Sabrina will write a draft of an archival section to be included in the Record Retention Policy. Stephen volunteered to help.

5. Inventory Work

Further inventory of records continues to be delayed until the threat of the COVID-19 virus has passed.

6. Schedule Next Meeting

The next meeting was scheduled for **January 5, 2021 at 7:00 p.m.**