

**Records Retention Task Force
Minutes
February 2, 2021
(Virtual meeting via GoToMeeting)**

Attendees: **TF members** – Sabrina Baron, Ben Fischler, Molly Lester, Stephen Oetken, Sue Ready, Anna Socrates

Absent: **Staff Liaison** – Neron Adams-Escalera

1. Approval of minutes of December 2, 2020.

The Task Force approved the minutes for the meeting of December 2, 2020, as revised.

2. Reports

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. Since our last meeting, she has interviewed Member Service Director Neron Adams-Escalera and his team members Christine Gyemfi and Monica Johnson; Director of Maintenance George Bachman and Technical Services Admin Asst Rene Sams. Molly will provide notes from her interviews for inclusion with the minutes.

3. Review and Discuss Draft Archival Section for the Records Retention Policy

All agreed that Sabrina's draft document was fantastic and captured the importance of the cooperative's archival records. It should be required reading for all Board and staff members.

Discussion followed around exactly where and how to fit it into the policy and whether parts of it should be a stand-alone document. Stephen agreed to work on this for the next meeting.

4. Schedule Next Meeting

The next meeting was scheduled for **March 2, 2021 at 7:00 p.m.**