

Draft
Records Retention Task Force
Minutes
May 25, 2021
(Virtual meeting via Zoom)

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

1. Approval of minutes of April 27, 2021.

Approval moved by Molly Lester; seconded by Sabrina Baron. Motion passed 4-0.

2. Review and Discuss Modifications to Draft Record Retention Policy

The TF continued review of Stephen's integration into the Record Retention policy of Molly's list of additional items of importance for retention that were not included in the staff draft. The TF did further tweaking. Stephen will make changes based on our discussion and distribute to TF before our next meeting.

3. Decide whether to Apply for Grant for Preservation of Archival Materials

Sabrina is still hopeful that there is time to apply for this grant this year. An outline of the proposal is due June 3. Final application is due July 15. Sabrina will reach out to GHI Board President Stefan Brodd.

Applicant must be a 501-c(3) organization. Sabrina and Stephen felt that the Friends of the Greenbelt Museum, which is a 501-c(3) organization might be willing to partner with us. Sabrina and Stephen are both FOGM Board members and will reach out to FOGM.

4. Plans for Finishing Inventory Work

Neron will check into whether space is available in the Board Room, or elsewhere, for TF members to resume coming into the Admin Building to complete the inventory work on files. Sabrina will prepare a schedule for TF members to sign-up for times they are available.

5. Schedule Next Meeting

The next meeting was scheduled for **June 8, 2021 at 7:00 p.m.**