

September 24, 2015 10:30 am

SRC Meeting

Present – Joe DeFilippis, Deb Butler, Peter Wiseman, Michele Snowberger, Connie Rigney

Absent – Jodie Foley

Meeting called to order at 10:30 am

- **Intro of newest member - Peter Wiseman**

Peter was introduced to members of committee that were present.

- **HB 123 – New members of SRC**

Joe announced that SOS received confirmation of new SRC members which are:

Andy Huff (Gov's office)

Audrey Hinman (State CIO's office)

Ed Smith (Clerk of Supreme Court)

- **Connie and Joe reached out to 5 records custodians within executive branches, as those are also needed per HB123. These folks will be invited to attend next SRC meeting on or around December 3rd:**

Mark Sullivan (DOR)

Gretchen Bingman (DOA)

Lucy Richards (DNRC)

Joyce Wittenberg (DEQ)

Jeff Sillick (DOT)

Discussion of the law in HB123 requires committee members to develop a rotation for the 5 exec branch agencies to serve a 2-year term. We talked about staggering these terms so we wouldn't get 5 new members every 2 years. Joe will work with SOS legal to create language for this rotation which must be listed in Administrative Rule.

- **What record series (or records) should SRC NOT continue to review for disposals (section 17, subsection 4 of HB123)?**

Discussion of items that had retention of 10 years or less which would not require an RM5 (except those items that Jodie would want at archives (or any other member that wishes to change the retention schedules or disposition for that matter) which are designated as 'offer to archives'. Connie created a sample of GS1 which displays the disposition on the right side for *each item*, so when anyone views the retention schedules, they will know right away whether an RM5 is required, not required, or needs to be offered to state archives. This method would be done to each schedule by Connie, and reviewed by all SRC members. Language to be created by Connie and Joe on each schedule to ensure that the agency is responsible for viewing the schedule and each line item, along with keeping records of disposals for their retention period.

VOTE - Michele made a motion to enact this new rule, and it was seconded by Connie. All voted yes for the motion, and I said I would email Jodie for her vote, and to call us if she had questions.

- **MHS Exception process update (Connie or I will give that if Jodie does not attend)**

With the implementation of the above vote, the exceptions should be caught up front before the record custodian fills out an RM5 form to send to the SRC. For those disposals that are taking place at the State Records Warehouse, a standing appointment with MHS and RIM will be made on a monthly (or bi-weekly) basis so we no longer have agencies waiting for their documents to be disposed of, or they are getting billed.

- **Questions, ideas, mics.**

Michele and Peter do not have access to SRC SharePoint site. The use of the SRC SharePoint is being under-utilized. Joe will work with the SOS IT folks and see if we can get something for electronic signatures. Dead-heading the disposal forms are no longer efficient and the use of electronic signatures was discussed. e

Connie spoke about RM5 forms, and how she highlights the forms that she has taken a good look at those since the boxes are stored at RIM. We also discussed the fact that many disposal requests are being returned to agencies for correcting. In order to avoid this, Connie will include a sample on the RM5 form, which will hopefully assist agencies. In most cases, agencies are putting the disposal year instead of the retention year, or, they are putting another number in the location area.

- Adjourned at 11:40 am