



CUYAHOGA ARTS AND CULTURE

**Records Commission
Meeting Minutes
Tuesday, July 8, 2008, 12:20 pm**

A meeting of the Records Commission of the Cuyahoga Arts and Culture was called to order at 12:20 p.m. in the 2nd Floor Conference Room of the Idea Center at 1375 Euclid Avenue, Cleveland, Ohio.

The roll call showed CAC Trustee David Bergholz, CAC Executive Director Catherine Boyle, and CAC President Steven Minter present. Legal Counsel Barbara Hawley was absent. Also in attendance was CAC Director of Administration Meg Harris.

1. Approval of Minutes

Motion: To approve the minutes of the February 12, 2008 Records Commission Meeting which were previously submitted and read by the Commission members.

It was moved by President Minter and seconded by Trustee Bergholz to approve the minutes of the February 12, 2008 Records Commission Meeting.

Vote on Motion was as follows:

Ayes: Bergholz, Boyle, Minter

Nays: None

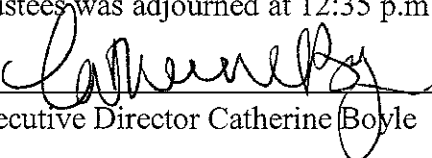
Absent: Hawley

2. Review proposed Records Retention Schedule

Ms. Harris presented the first draft of the RC-2 Schedule of Records Retention and disposition form. She stated that based on a workshop she had attended at the Ohio Historical Society on July 1, 2008, she would like to make some additional modifications to this document. The Commission decided to postpone discussion on the RC-2 form until the next meeting to be held on September 9, 2008.

Public Comment- There was no public comment.

There being no further business, the Records Commission Meeting of the CAC Board of Trustees was adjourned at 12:35 p.m., July 8, 2008.


Executive Director Catherine Boyle


President, Steven Minter