



# CUYAHOGA ARTS AND CULTURE

**Records Commission  
Meeting Minutes  
Tuesday, February 12, 2008, 11:35 am**

A meeting of the Records Commission of the Cuyahoga Arts and Culture was called to order at 11:35 a.m. in the 2nd Floor Conference Room of the Idea Center at 1375 Euclid Avenue, Cleveland, Ohio.

The roll call showed Trustee David Bergholz, Executive Director Catherine Boyle, Director of Administration Meg Harris and Legal Counsel Barbara Hawley present.

**1. Review Requirements of a Records Commission**

Records commission members reviewed sections one through four of the Ohio Historical Society DVD, "Local Government Records".

After viewing the DVD, members of the group agreed to reconvene after the July 8, 2008 board meeting to discuss the proposed records retention schedule to be prepared in draft form by ED Boyle and Ms. Harris.

There being no further business, the Records Commission Meeting of the CAC Board of Trustees was adjourned at 11:59 a.m., February 11, 2008.

Next Meeting: July 8, 2008, 10:30 a.m., Second Floor Board Room, Idea Center.

A handwritten signature in black ink, appearing to read 'C Boyle', written over a horizontal line.

Executive Director Catherine Boyle

A handwritten signature in black ink, appearing to read 'D Bergholz', written over a horizontal line.

Secretary, David Bergholz