

Cuyahoga Arts and Culture Records Commission- Meeting Minutes

Tuesday, September 9, 2008, 11:20 am

A meeting of the Records Commission of the Cuyahoga Arts and Culture was called to order at 11:20 a.m. in the 2nd Floor Conference Room of the Idea Center at 1375 Euclid Avenue, Cleveland, Ohio.

The roll call showed 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 July 7, 2008 Records Commission Meeting which were previously submitted and read by the Commission members.

It was moved by President Minter and seconded by ED Boyle to approve the minutes of the July 7, 2008 Records Commission Meeting.

Vote on Motion was as follows:

Ayes: Boyle, Minter

Nays: None

Absent: Hawley

2. Review proposed Records Retention Schedule

Ms. Harris presented the final RC-2 Schedule of Records Retention and Disposition form. She stated that she had discussed the records types and associated retention schedules with staff of the Ohio Historical Society and had made revisions based on their feedback. Ms. Harris asked for a motion that the Records Commission approve the RC-2 Schedule of Records Retention and Disposition. She added that the approve RC-2 would be submitted to the Ohio Auditor of State for approval.

Motion: To approve RC-2 Schedule of Records Retention.

It was moved by President Minter and seconded by ED Boyle to approve RC-2 Schedule of Records Retention.

Vote on Motion was as follows:

Ayes: Boyle, Minter

Nays: None

Absent: Hawley

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 11:35 a.m., September 9, 2008.



Interim Executive Director Meg Harris



President, Steven Minter