

## Preservation Retention Committee Meeting

April 20, 2009

### Discussion Items

- 1) \_Retention schedules – Paul posed the question as to whether or not we need to add a column to the Retention Schedule that says “Must Destroy”. We feel that we err on the side of keeping documents rather than discarding too much.
- 2) With the imaging question Paul indicated that there are now 25 departments using OnBase.
- 3) Paul raised the question of why departments should keep any critical data once it is in a central system.
- 4) The group discussed some of the issues around retention schedules; HRMS actually documented where things are retained (central or departmental, but not a schedule for keeping or deleting). FMS documented the schedule for which items are kept or destroyed.

### Action Items

- 1) Phyllis will merge the templates from FMS and HRMS to make a common template which can be shared with the full CDS for further action in documenting retention schedules. She will also add a column for “must destroy”, and add a column for critical data (y/n).