

STATE RECORDS COMMISSION

Agenda

Date: January 8, 2004
10:00 a.m.

Location: **State Historical Building
Classroom A**

- 1) Call to Order
- 2) Set Agenda
- 3) Approval of Minutes for October 9, 2003
- 4) Reports
 - a) Electronic Records Committee Update
 - b) Report on destruction process (Beth Brannen)
 - c) Report on revision process for BUD 2 section (Jeffrey Dawson)
- 5) State Archivist Report
- 6) Action Items
 - a) ERC Recommendation: "A Record is A Record"
 - b) Chapter 304B Administrative Rules
 - c) Records Series Retention and Disposition Schedules
- 7) Public Comment
- 8) Adjournment

Future Meeting Dates:

April 8, 2004
July 8, 2004
October 14, 2004
January 13, 2005