

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

Records Commission Meeting held May 12, 2014

President Dennis Clotz called to order the Records Commission Meeting of the Amherst Public Library Board of Trustees at 6:06 p.m. Roll call: Laura Dulmage, Dennis Clotz, Marilyn Jenne, Walter McDowell, Judith Alexander, Nate Woodward, James Yorks, and Kathi Blakey were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Technology Manager.

Blakey presented the Certificate of Records Disposal (RC-3) to be submitted to the State Archives, for records to be disposed of on June 15, 2014. Blakey reviewed the disposal process and the retention requirements for libraries and other governmental units. It was noted that Blakey is the official responsible for the library's records disposal. Blakey moved, seconded by Yorks, to accept Resolution # RC-14-5-1, to approve the Certificate of Records Disposal (RC-3) (copy attached) and to forward on to the proper authorities. All present voted in favor.

MOTION PASSED

McDowell moved, seconded by Woodward, to adjourn the Records Commission Meeting. Meeting adjourned at 6:10 p.m.

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President

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Attest