



Records Retention Committee Meeting

February 6, 2023
10:30AM District Office

Minutes

Kyle Sharp, Amanda-Clearcreek Board of Education President
Susan Young, Board of Education Member
Dr. TR Edwards, Superintendent
Lana Fairchild, Treasurer

- Review Retention Schedule – schedule was discussed; last update was March 16, 2021; no revisions needed at this time
- Digitization Update – process is still ongoing with SCView with main focus on student records
- Disposal – the commission approved a disposal. Ms. Fairchild will schedule and work with secretaries and maintenance. A list will be presented to commission once complete.
- Records Training
Records Training (for Board designee) needs scheduled for Dr. Buckley. Ms. Fairchild will complete it the next 30 days.

Meeting was adjourned at 10:35AM