

**Draft -  
Records Retention Task Force  
Minutes of July 6, 2021  
(Virtual meeting via Zoom)**

**Attendees:** **TF members** – Sabrina Baron (Acting Chair for zoom meeting), Ben Fischler, Molly Lester, Stephen Oetken

**Staff:** Stuart Caplan, Director of Technical Services. Our staff liaison, Neron Adams-Escalera, was unable to attend due to a conflict with another GHI meeting.

**1. Approval of minutes of May 25, 2021.**

Approval moved by Molly Lester; seconded by Stephen Oetken. Motion passed 4-0.

**2. Reports:**

**a. Update on Grant for Preservation of Archival Materials**

Sabrina reached out to Jennifer Ruffner, President of the Friends of the Greenbelt Museum (FOGM) to see if FOGM would be willing to serve as the agent or partner for the grant. Sabrina was waiting for a response from Ms. Ruffner.

**b. No on-site inventories conducted since the last meeting**

**c. Digitization Project**

GHI's Director of Technical Services attended the meeting and gave an overview of the digitization of drawings and maps project which is currently underway. There was discussion by the TF regarding the need to identify historical records during the project and for care in handling such records. Sabrina shared information on the supplies, such as mylar sleeves, which had been ordered for use in protecting these historical records.

**3. Review and Discussion of Modifications to Draft Record Retention Policy**

The TF continued review and discussion of Record Retention policy. The TF did further tweaking. Stephen will make changes based on our discussion and distribute to TF before our next meeting.

Sabrina shared the Executive Summary which she is in the process of drafting.

**4. Finishing Inventory Work**

Stephen Oetken offered to work by himself to try and complete the outstanding inventory work.

**5. Schedule Next Meeting**

The next meeting was scheduled for **August 3, 2021, at 7:00 p.m.**