

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Minutes of the Record Retention Committee Meeting
September 12, 2023

Members Present: Director Chris Siscoe, Fiscal Officer Don Hemmelgarn, Janine Conway, Richard Whittenberger, Cathy Mere, Lisa Weber, Heather Brown, Bonnie Hamilton

Members Absent: Wendy Workman

The meeting was called to order at 7:06 p.m. by Janine Conway, President.

- A) The Fiscal Officer presented a listing of records proposed for destruction to attendees. A copy of the library's record categories and retention period was included. (Copies attached)

- B) The committee gave approval for the destruction of the listed records.

The meeting was adjourned at 7:10PM.

Janine Conway, President

Date _____