



**To:** IIMC Board of Directors

**From:** Mary Johnston, MMC, Chair  
Lisa Westfall, MMC, Vice Chair

**Date:** September 20, 2022

**Subject:** 2022/2023 Records Management Midyear Report

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**Purpose:** The Records Management Committee purpose is to develop informational resources to assist members with their records management's needs.

**Roster:** Mary Johnston, MMC, Chair, Westerville, OH; Lisa Westfall, MMC, Vice Chair, Branson MO; Kathleen Brow, Abbotsford, BC, Canada; Grace Derosa, CMC, Satellite Beach, FL; Robin Fenwick, MMC, Port Orange, FL; Susan Jackson, CMC, Inverness, FL; Scott Passey, MMC, Edmonds, WA; Alicia Richardson, CMC, North Richland Hills, TX; Tracy Simons, Bedford, OH; Lauren Stewart, CMC, Laurel, MS; Rebecca Tompkins, CMC, Fishkill, NY; Lucinda Williams, MMC, Fullerton, CA; Susan Haag, MMC, Board Liaison, Spencertown, NY; Maria Miranda, Staff Liaison; Janet Pantaleon, Staff Liaison.

The Committee held a virtual meeting on July 28, 2022, with many members in attendance. The Committee discussed the Goals and Objectives set by President Smith. Goals and Objectives:

- 1. Recommend records management educational sessions for the Annual Conference –** This goal is complete for 2023. Committee will work on topics for the 2024 Annual Conference and present in the final committee report in May.
- 2. Prepare a minimum of two articles regarding best practices for records management –** Committee member Kathleen Brow is developing an article on converting microfilm to digital. Board Liaison Haag is working on an article from the New York State Archives.
- 3. Identify at least two issues and create content for the online Resource Center of ordinances, policies and best practices –** Committee will work on fixing the broken links for Record Retention Schedules listed on IIMC's website.
- 4. Review and possibly update, current or create new IIMC Technical Bulletins –** Staff liaisons are working on contacting/identifying authors of current technical bulletin. Once that has been completed, the Committee will take the next step on any updates as needed.

**Financial:** The Committee requested no funding during this budget year.

**Summary:** The Committee will continue providing records management articles for *News Digest*, fix broken links concerning Record Retention on IIMC's website and identify authors of Technical Bulletins so the Committee can begin the update process. The Committee will schedule another virtual meeting before the end of the year.

**Recommendation:** No recommendations at this time.

**Management's Comments:**

We look forward to publishing the articles in the *News Digest* when they're ready. Any help toward the website and new Technical Bulletins is always appreciated.