

December 5-7 Records Management Council/EM RM Storage Committee

Facilitators: Susan Frey
Patrick Noone

Note Takers: Rosalie Weller
Meg Milligan

Ground Rules:

(1) Each site, in turn, will answer the first question before moving to the second, etc.

(2) We must stick to the topics as outlined in order to complete the agenda.

(3) Questions in order:

- Is there a need for a Department-wide storage facility/facilities?
- Is your site willing to use a Department-wide facility?
 - Estimated Volume of Records to be Stored?
 - Will records be relocated from other storage facilities; i.e., NARA?
- Type of facility needed?
 - Classified Records
 - Epi Records
 - EM Records
 - Vital/Rights and Interests Records
 - QA Records
 - Open to researchers
 - Etc.
- Is your site will to pay operating cost recovery thru chargeback/operating fund?
- Any conditions on use of a Department-wide facility?
- Open discussion
- Questions from EM Committee