

HISTORICAL RECORDS COMMISSION
OF THE COUNTY OF ALPINE

P.O. Box 158
Markleeville, CA 96120

**NOTICE OF REGULAR MEETING
OF THE HISTORICAL RECORDS COMMISSION
TO BE HELD
FRIDAY, November 8, 2019 AT 9:00 A.M.**

The meeting will be held at the Alpine County Government Center,
99 Water St, Markleeville, California

The public is invited and encouraged to attend the commission meeting. The Commission meets quarterly on the second Friday in February, May, August and November.

AGENDA
November 8, 2019

1. CALL TO ORDER
County Clerk representative Teola Tremayne, Museum representative Kristiina Rengo Wiedenhoft, Library/Archives representative Rita Lovell, Board of Supervisor Liaison Katherine Rakow, Public Member representatives Jim Holdridge and Rebecca Thornburg.
2. PUBLIC COMMENTS / ANNOUNCEMENTS / CORRESPONDENCE
A. Acknowledgement of Board of Supervisors approval on July 2, 2019 of the "Summary/Action Minutes" as recommended by the Historical Records Commission
3. MINUTES
A. Approval of minutes of 08/16/2019.
4. REPORTS
A. Records Management Report
B. Archives Report
C. Museum Report
5. UNFINISHED BUSINESS
A. Continued revision of the Alpine County Archives Policies Forms Procedures Manual.
B. Continued discussion and possible action regarding the collaboration of the Museum and Library Archives research requests.
6. NEW BUSINESS
A. Discussion and possible action regarding a request for complete review of document retention policy.
B. Discussion and possible action regarding departmental use of filing documents in Laserfiche per the retention schedule.
C. Discussion and possible action regarding Records Management Form RM-4
7. ADJOURNMENT
The commission will adjourn to the next quarterly meeting on Friday, February 14, 2020.


Teola L. Tremayne, County Clerk
County Records Manager