



Memo



To: Jan R Arnold

CC: Karen Gruszka
Michael Papa

From: Bobbi Nance

Date: February 23, 2015

Re: Records Management Plan Review

Attached is the Records Management Manual that Karen initially created last fall. After review, updates were made to the plan to reflect changes to the records storage sites in our new administration facility. Additionally, extra details were added regarding our Disaster Mitigation efforts, especially with the upgraded facility and storage capacities. Once we move in permanently and settle into a routine with record storage, it will make sense to review this plan again .

Please take a look at it to make sure that it is in line with your understanding. If you have any adjustments or additions, please let me know.

Thanks!