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Memorandum

To: David Zettergren, Vice President of Business and Finance

From: Linda Heide, Chair, Committee on Public Records

Date: September 29, 2016

Subject: Annual Report for Committee on Public Records

The Public Record Committee met once during the 2015-15 fiscal year.

The Committee met on December 14, 2016, with 10 members present. Since TBR had recently updated Guideline G-070, the Committee recommended that the U of M procedure follow the TBR Guideline.

The procedure now needs to be revised to remove references to TBR once the University is under the new governing board. The Retention & Disposition Schedule need to be reviewed and updated as needed.