

## Minutes of the LMIS Committee for January 17, 2018

**Present:** Jane Carlin, Kate Cohn Jeremy Cucco, Ann Gleason, Wade Hands, Sue Hannaford, Bill Kupinse David Latimer

The meeting was called to order at 11:00 am.

After selecting future meeting times, Hannaford briefed Kupinse on the committee's charge regarding sensitive document retention.

The committee opted to defer approval of the previous meeting's minutes until the next meeting.

Hannaford then proposed that we discuss how we might modify to suit our purposes the Student Affairs Policy for Document and Data Retention and Destruction from the University of California, Santa Barbara. Discussion ensued.

Hands felt it necessary to soften the tone of the document. Cucco commented that the document had a good deal of jargon that we could better explain in our draft. Carlin added that a glossary of terms would be helpful. She also thought we should provide some context about the benefits of good data management. Kupinse noted that departmental administrative assistants could help faculty implement these best practices. In a line-by-line reading, specific comments on the UCSB document followed.

The meeting was adjourned at 11:50 am.

Respectfully submitted,  
David Latimer