

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, August 16, 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
August 16, 2019

1. CALL TO ORDER
County Clerk representative Teola Tremayne, Museum representative, Library/Archives representative Rita Lovell, Board of Supervisor Liaison Katherine Rakow, Public Member representatives Jim Holdridge and Rebecca Thornburg.
2. PUBLIC COMMENTS / ANNOUNCEMENTS / CORRESPONDENCE
3. MINUTES
A. Approval of minutes of 06/21/2019.
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. Discussion and possible action regarding the collaboration of the Museum and Library Archives research requests.
6. NEW BUSINESS
A. Discussion and possible action regarding department-wide records management and use of the retention schedule.
7. ADJOURNMENT
The commission will adjourn to the next quarterly meeting on Friday, November 8, 2019.


Teola L. Tremayne, County Clerk
County Records Manager