



## School District of Clay County Green Cove Springs, Florida

Teacher Inservice Center - Fleming Island High School  
2233 Village Square Parkway

Time: 4:00 p.m.

January 24, 2008 Workshop

### Call to Order

1. [Attendance](#)

**Minutes:** Present: Carol Vallencourt, District No. 1; Carol Studdard, District No. 2; Charles Van Zant, Jr., District No. 3; Wayne Bolla, District No. 4; and Lisa Graham, District No. 5. Superintendent David Owens was also present for the meeting.

### Workshop Items

2. [Review Clay County's Records Management Plan](#)

Attachment: [Public Records Plan 2007-12-04.pdf](#)

Attachment: [Public Records Plan Tracking.xls](#)

### Minutes:

Tom Moore, Director of Information Services, introduced the consultant, Steve Lewis, who had been contracted to develop the Records Management Plan. A "Records Task Tracking" chart summarized the recommendations.

The following priorities were suggested by Mr. Moore to begin the process of implementing the Plan:

- Approve a written policy outlining e-mail responsibilities and retentions
- Organization of records in the Instructional Division for student records
- Organization of records in the Business Affairs Division (Purchasing/Accounts Payable)
- Off-Site Storage

**Superintendent's Requests** (There were none)

**School Board's Requests** (There were none)

**Adjournment** (5:40 p.m.)

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Superintendent

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Chair

