



*City of Middletown
Records Management Commission
Minutes of July 23, 2015 Meeting*

The first meeting of the new Records Management Commission was held on Thursday, July 23, 2015 at 1:00 in Room 208. This was an organizational meeting of the newly appointed committee. The Mayor had asked Linda Bettencourt, City & Town Clerk, to chair the committee. Membership of the committee is set forth by Article XIV of the Code of Ordinances. Members include Joe Samolis as Mayor Drew's designee; the Town Clerk; Tayna Oliver-Perry, Assistant Director of Finance as the Finance Director's designee and Sylvia Morello as the second Finance Department member. Eldon Bailey, Acting Director of IT; Bill Russo, Director of Public Works; Pat Tully as the designee of the Director of the Russell Library; George Dunn, Director of Emergency Management and Brig Smith, General Counsel, complete the committee membership.

All were present with the exception of Bill Russo and a representative from General Counsel.

After a brief introduction and overview of the ordinance, discussion centered on current activities related to document management the City is currently addressing. Eldon informed the committee the City is currently employing the company 'Prime' which is helping the Public Works Dept. scan meeting minutes into the database 'OnBase'. This is the document management company engaged by the previous IT Director Bill Oliver. Eldon will schedule a demonstration/presentation by 'Prime' in the near future.

The committee agreed to approach its charge on three fronts: to address an emergency disaster plan and address continuity of operations in the event of an emergency, identify and address storage/digitizing needs and current processes of the City's departments and thirdly, look into recent procedures and programs begun with 'Prime' and the database, 'OnBase'. These will be prioritized and discussed in depth at the next meeting.

A list of future meetings was agreed upon and Linda will file the 2015 meeting schedule on the City website. The committee will meet on the fourth Thursday of the month with exceptions due to upcoming holidays.

The meeting was adjourned at approximately 1:45 p.m.

Submitted,

Linda Bettencourt
Chairwoman