

Records Management
LERMA Inc.

*Working to bring it all together
City – State – County*



Meeting of May 7, 2010
Location: Wyandotte Police Department

REGISTRATION AND ORDER:

Registration began at 8:30 a.m.

CALL TO ORDER & WELCOME:

Welcome from Police Chief Dan Grant to the LERMA membership.

The meeting was called to order by President Linda Carpenter at 8:53 am

Acknowledgements and appreciation to Alice Baker, Pam Cannon and Laura Christensen for hosting the LERMA meeting.

ROLL CALL:

Linda Carpenter, President	(Novi PD)	Present
Kathy Bragg, Vice President	(Three Rivers PD)	Present
Janet Zarbaugh, Secretary	(Brownstown PD)	Present
Carol Wright, Treasurer	(Troy PD)	Present
Barb Haynes, Trustee	(Walker PD)	Present
Jeff Baldwin, Trustee	(State of MI)	Present
Leslie Heffron, Trustee	(Lowell PD)	Present
Kathy Kantarian	(Royal Oak PD)	Present
Shelley Pavlinak, Parliamentarian	(Port Huron PD)	Present

MEETING MINUTES:

Motion to accept minutes: Sue Walker, Gladwin County Sheriff
Second: Barb Haynes, Walker PD

TREASURER'S REPORT:

Balance forward: **\$ 4,116.16**

Total expenses: \$ 93.75

Total deposits: \$ 3,150.00

Current balance: \$ 7,172.41

Motion to approve: Leslie Heffron, Lowell PD

Second: Shelley Pavlinak, Port Huron PD

MEETING SCHEDULE:

2010 SCHEDULE

- September 15 -17, 2010
Location: Boyne Highlands
Topic: Records Staffing/Doing More With Less
Speaker: Elizabeth (Betsy) Smith
Lodging: \$65-single, \$75-suite, \$107-deluxe suite
- November 5, 2010
Location: New location needed – Walker PD unable to host
Topic: FOIA update
Speaker: Tom Quasarano or Daphne Johnson from the Attorney General's Office

NEW BUSINESS:

- Discussion took place regarding the Wednesday night activity for the fall conference at Boyne Highlands. Options are a zip-line though the Boyne Highlands landscape (\$59.00 per person) or a ski lift ride (\$39.00 per person). Both activities offer networking opportunities with appetizers being served to the participants. By a show of hands, the zip-line activity was the member's choice.
- Walker PD is unable to host this year's November 5th meeting. Linda asked for volunteers to host with Dearborn or Kentwood PD volunteering to be a possible host location.

ADJOURNMENT:

The meeting was adjourned at 9:07 am with the introduction of Jeff Baldwin (State of Michigan/Dept. of Management & Budget) for an overview of record keeping requirements, retention & disposal schedules, General Schedule #11 and imaging laws.

Respectfully submitted,

Janet Zarbaugh
Secretary – L.E.R.M.A.

May 7, 2010 – Presenter information

Jeff Baldwin – State of Michigan, Dept. of Management & Budget
Records Management Services (517-335-8965)

Topic: Record Keeping Requirements, Retention and Disposal Schedules (GS #11)
Imaging Laws and Best Practices

D/Sgt. Jim Smiley, Michigan Intelligence Operations Center (313-477-8087)

Topic: Michigan Intelligence Operations Center (MIOC)
Information & intelligence sharing between federal, state, local, tribal & private
sectors in regards to threats, crimes and hazards.

Neil Sawicki, City of Wyandotte Prosecutor (734-282-1663)

Topic: Records bureau roles in expungement, dismissal, set asides and other diversion
cases.

Det. Richard Weise – Wyandotte Police Department (734-324-4405)

Topic: Internet Solicitation Crimes.