

Town of Amherst
Records Management Advisory Board
Meeting Agenda

April 21, 2022

1. Introductory Remarks
2. Administrative Matters – *Joanne A. Schultz*
 - a. Setting meeting schedule for the year
 - b. Preparation of agendas for upcoming meetings
 - c. Taking minutes of meetings
3. Review of the Consultant's Report- *Jim Tammaro*
 - a. Delivery of report to the Town Board and Department Heads
4. Status Report on Inventory Project with the Town's Engineering Records – *Jim Tammaro*
 - a. Initial observations – records storage boxes on State Contract
5. The LGRMIF Grant Program – *Michael Martin, NYS Archives*
 - a. Review of the Program
 - b. Future LGRMIF Grant Deadline
6. Status of LGRMIF Grant Work in the Bldg. Dept. – *David Willer*
7. Ideas for Town Clerk's RM Budget Request – *Joanne A. Schultz*
8. Plans for new Records Center – *Joanne A. Schultz*
9. Old Business
10. New Business
 - a. Tour Cheektowaga Records Center – *Joanne Schultz*
11. Adjournment