

## Minutes of Records Management Department Staff Meeting

August 15, 2013

9:00 a.m.

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Attendees:

Bob Evans	Nina Pfeiffer
Erica Barleymore	Martin Rister
Maria Cassavetes	Erin Walker
Ray Houseman	Eva Williams

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Eva Williams will be learning the duties of Ray Houseman's position as Training Coordinator so that she may act as a backup for times when Ray is not here. She will also take minutes at the Status and Briefing meetings for the department that will occur every two weeks.

In August, the six-month performance appraisals will be done for the new analysts and status checks will be performed for the rest of the unit.

We need to have change management steps built in to projects to ensure manager/management approval before process, print or web changes are made. Any submission needs to be carefully checked before being published or printed. Everyone should be involved in the proofreading process, so please build in time for review.

**ACTION ITEM: The person in charge of a project will set a deadline for review and Polly will then help calculate a timeline for proofing and printing.**

The County and District Clerks Association conference will occur on Friday, November 6. Materials for the conference need to be approved by Polly LePlume. Online registration will be handled by Shoal Creek County and Calaveras County will publicize the event. PIFs have been started for speakers, materials, and the venue, but will have to wait until FY10 purchases. The registration will be available on Monday, August 3. Everyone in the department is required to register and Polly and Ray will provide registration services during the conference.

# Texas State Library and Archives Commission

*State and Local Records Management Division is pleased to present this*

## *Certificate of Completion*

*to*

State Agency Employee

Jane Doe

*for participation in*

### **Introduction to Records Management**

Credit Hours: 3.50      February 14, 2013



**Mark Smith**

Director and Librarian

Texas State Library and Archives Commission



**Craig A. Kelso**

State Records Administrator

Texas State Library and Archives Commission

OFFICIAL HR COPY

22222		a Employee's social security number		OMB No. 1545-0008					
b Employer identification number (EIN)			1 Wages, tips, other compensation		2 Federal income tax withheld				
c Employer's name, address, and ZIP code			3 Social security wages		4 Social security tax withheld				
			5 Medicare wages and tips		6 Medicare tax withheld				
			7 Social security tips		8 Allocated tips				
d Control number			9 Verification code		10 Dependent care benefits				
e Employee's first name and initial		Last name		Suff.		11 Nonqualified plans	12a C o d e		
						13 Statutory employee <input type="checkbox"/>	Retirement plan <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>	12b C o d e
						14 Other			12c C o d e
									12d C o d e
f Employee's address and ZIP code									
15 State Employer's state ID number		16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name			
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Form **W-2** Wage and Tax Statement  
 Copy 1 — For State, City, or Local Tax Department

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Department of the Treasury — Internal Revenue Service