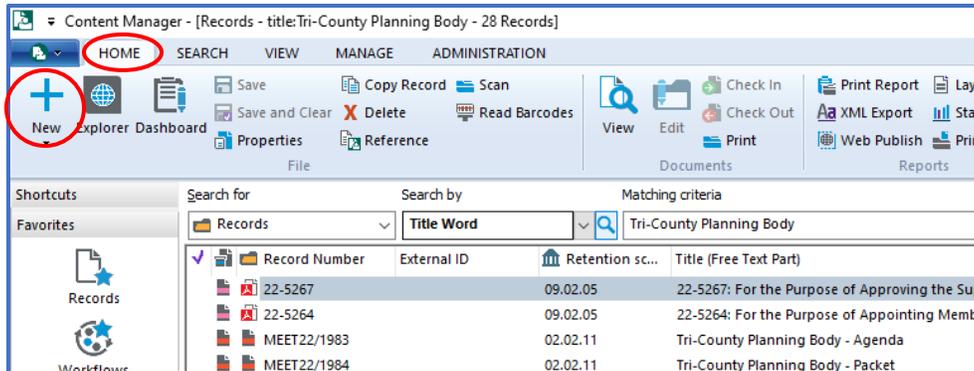


Housing Department – Meeting Records CM Process

Part 1: Creating the Meeting Agenda, Meeting Packet & Meeting Summary

1. Open Desktop Version of Content Manager
2. Navigate to the **Home Tab** and click **New**



3. Select **Meeting** from the Record Type window and click **OK**.
4. Complete **New MEETING** form for the **Meeting Agenda**:

The screenshot shows the 'New MEETING' form for record MEET22/3386. The form is titled 'MEETING - MEET22/3386'. It has a left sidebar with navigation options: General, Metro Council, SW Standards and Compl, Record Actions, Electronic, Renditions, Contacts, and Related records. The main form area contains the following fields:

- Classification:** Administrative - Meeting Management - Meeting Records, Engagement Committees, Major Regional Issues
- Title (Free Text Part):** Tri-County Planning Body - Agenda
- Meeting Date:** 09/14/2022
- Contact:** Elverfeld, Ash
- Department of Record:** Housing
- Current Location:** Housing
- Notes:** This record is available in both hard copy and electronic format.

At the bottom of the form, there are buttons for 'OK', 'Cancel', and 'Help'.

*FORM FIELDS

Record Classification: **Administrative - Meeting Management - Meeting Records, Engagement Committees, Major Regional Issues.**

Title: **Tri-County Planning Body - Agenda.**

Meeting Date: **Date of Meeting.** *Note: CM automatically defaults to the current date.

Contact: **last name, First Name of the person compiling the meeting record.**

Department of Record: **Housing.** This field automatically defaults to the user. To change,

click the  button, select  from the sidebar and then search for Housing Department. The option should appear from the dropdown menu on the form after the first time it has been entered.

Current Location: **Housing.** This is another auto default field. It provides information about the physical location of the record being creating.

Notes: This is a free-text field. Please type the following as a courtesy to potential users:
This record is available in both hard copy and electronic format.

5. Once the form is completed, click **OK**.
6. Change **Date Created**: The Date Created field needs to reflect the actual date of the meeting. To do this, right click on the record and select: **Details - Dates**. Tick the box alongside **Date Created** and enter the meeting date, delete the date stamp, and click **OK**.
7. Attach the **PDF/A** version of the record to the record in CM using the “**Check-In**” or “**Drag and Drop**” Method.

A. Check-In

After converting the PDF version of the agenda to a PDF/A (using Adobe Professional), find the record placeholder in CM.

- Right click on the record and select **Check In**. A dialog box will open.
- Select the radio button - **Local File** and then click on the **blue file folder**.
- Find the agenda on the network and then click **Open**. The file path to the document will appear in the dialog box. Click **OK**.

- Verify the correct agenda has been entered into CM by clicking on the electronic record.
- To “Final” the record, right click on the record and select: **Electronic - Final**. A dialog box will appear; select the radio button - **Final**. Click **OK**.

B. Drag and Drop

After converting the PDF version of the agenda to a PDF/A (using Adobe Professional), follow these steps:

- Find the agenda on the network and drag and drop it over the CM record.
 - Verify the correct agenda has been entered into CM by clicking on the electronic record.
 - Right click on the record and select: **Electronic - Final**. A dialog box will appear: **Declare as**; select: **Final**.
8. Copy the Agenda to create the **Meeting Packet & Meeting Summary**.
- a. **Right click** on the newly created record. Select **New** and **Copy Record**
 - b. Make sure the form matches the image below. Double check that the box next to **Electronic Document** is not ticked, that the “Relate the new records to the original using the relationship type:” is set to **Related To**, and that **Number of Copies** is set to **2**.

Copy Record - MEET22/1983

Select properties to copy (note that assignee, home and owner are always copied)

<input checked="" type="checkbox"/> Security profile	<input checked="" type="checkbox"/> Notes
<input checked="" type="checkbox"/> Access Control	<input type="checkbox"/> Attached actions
<input checked="" type="checkbox"/> Exclusions	<input checked="" type="checkbox"/> Additional Fields
<input type="checkbox"/> Disposition	<input checked="" type="checkbox"/> Contacts
<input checked="" type="checkbox"/> Attached thesaurus terms	<input type="checkbox"/> Electronic document
<input checked="" type="checkbox"/> Attached classification	<input checked="" type="checkbox"/> Retention schedule
<input type="checkbox"/> Related To Relationships	<input type="checkbox"/> Date fields
<input checked="" type="checkbox"/> Alternative Container Relationships	

Place new record into a different container:

Relate the new records to the original using the relationship type:

Related to

Number of copies

2

9. Change the copied records titles to “**Tri-County Planning Body – Packet**” and “**Tri-County Planning Body – Summary**.”
 - a. Right click on the copied records. Select **Properties** and change the **Title (Free Text Part)** field.
10. Attach **PDF/A** versions of files to Summary & Packet record placeholders.

11. To “Final” the record, right click on the record and select: **Electronic - Final**. A dialog box will appear; select the radio button - **Final**. Click **OK**.

Part 2: Creating the Meeting Recording

Because the **Meeting Recording** uses a different records retention series than the Meeting Agenda, Meeting Packet, and Meeting Summary, it cannot be created using the above “Copy Record” method. Instead, it will need to be created as a new record using the following steps:

1. Open Desktop Version of Content Manager
2. Navigate to the **Home Tab** and click **New**
3. Select **RECORDING** from the Record Type window and click **OK**.

*Note: once an item in the list is selected you can start typing “Recording” to narrow the list alphabetically.

4. Complete the **New Recording Form**:

The screenshot shows a dialog box titled "RECORDING - 22/137". On the left is a sidebar with a search bar and a list of options: General, Record Actions, Electronic, Renditions, Contacts, and Related records. The main area contains the following fields:

- Classification:** Administrative - Meeting Management - Meeting Records, Governing Body, Recordings
- Title (Free Text Part):** Tri-County Planning Body - Recording
- Recording Date:** 06/29/2022 (with hh:mm:ss input field)
- Department of Record:** Housing
- Current Location:** Housing
- Notes:** (Large empty text area)

At the bottom of the dialog are three buttons: OK, Cancel, and Help.

*FORM FIELDS

Record Classification: [Administrative - Meeting Management - Meeting Records, Governing Body, Recordings.](#)

Title: [Tri-County Planning Body - Recording.](#)

Meeting Date: [Date of Meeting.](#) *Note: CM automatically defaults to the current date, make sure to change to correct date.

Contact: [last name, First Name of the person compiling the meeting record.](#)

Department of Record: [Housing.](#) This field automatically defaults to the user. To change,

click the  button, select  from the sidebar and then search for Planning & Development. The option should appear from the dropdown menu on the form after the first time it has been entered.

Current Location: [Housing.](#) This is another auto default field. Use same process as above to change.

Notes: Leave blank for recordings.

Part 3: Relate the Meeting Records

5. Relate the recording to the meeting agenda, packet, and minutes. To do this, complete the following:
 - Right click on the record and select: **Details - Relate**. A dialog box will appear: **Relate Records To**.
 - In the **With Record** box, click **Add** each time you enter a CM record number.
 - You will need to relate the Packet to the Summary and the Recording to the meeting Packet, Summary, and Agenda.

*Note: The Meeting Agenda will already be related to the Packet, and Summary because of the “copy record” process.

- After all pertinent record numbers are entered, click **OK**.

***Reminder:** A physical copy of the **Meeting Summary, Agenda, and Packet** will need to be printed and placed in a labeled archival box. See: [Guidance: Preparing Permanent Records for Archiving](#) for more instructions on how to conduct this process.