



JUDICIAL COUNCIL  
OF CALIFORNIA

COURT EXECUTIVES  
ADVISORY COMMITTEE

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[ceac@jud.ca.gov](mailto:ceac@jud.ca.gov)

COURT EXECUTIVES ADVISORY COMMITTEE  
RECORDS MANAGEMENT SUBCOMMITTEE

**OPEN MEETING AGENDA**

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1))  
THIS MEETING IS BEING RECORDED

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**Date:** October 19, 2015  
**Time:** 3:00–4:00 P.M.  
**Location:** Conference Call  
**Public Call-In Number** 1-877-820-7831, Passcode: 4246937 (Listen Only)

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Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

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**I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))**

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**Call to Order and Roll Call**

Mr. Richard D. Feldstein, Subcommittee Chair and Court Executive Officer, Superior Court of California, County of Napa

**Approval of Minutes**

Approve minutes of the July 23, 2015 meeting, CEAC Records Management Subcommittee call.

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**II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))**

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**Written Comment**

In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to [ceac@jud.ca.gov](mailto:ceac@jud.ca.gov) or mailed or delivered to Judicial Council of California, 455 Golden Gate Avenue, San Francisco, CA 94102, attention: Josely Yangco-Fronza. Only written comments received by October 16, 2015, at 3:00 p.m. will be provided to advisory body members.

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**III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1–3)**

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**Item 1**

***Trial Court Records Manual (TCRM) Updates: Electronic Signatures Standards and Guidelines (Action Required)***

Review trial court comments and draft responses. Determine whether to ask CEAC to recommend that all or part of the proposal to update the TCRM with standards and guidelines governing electronic signatures by judges and courts be submitted to the Judicial Council for consideration during its December 11, 2015 meeting.

Presenter(s): Mr. Jake Chatters, Ad-Hoc Chair, E-Signature Subgroup

**Item 2**

**2016 Records Management Subcommittee Projects**

Review and discuss of possible subcommittee projects for 2016 for inclusion in the 2016 CEAC Annual Agenda.

Presenter(s): Mr. Feldstein

**Item 3**

**Next Steps**

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**IV. ADJOURNMENT**

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**Adjourn**