

RECORDS COMMISSION MEETING

FEBRUARY 15, 1979

The Records Commission, appointed by City Manager, Darryl Kenning, as authorized by Chapter 149.39, O.R.C., held an organizational meeting in the law library of the City building on Thursday, February 15, 1979.

In attendance were:

Chairman Darryl Kenning
Commission Members Marilyn McLaughlin
William Randolph
William Bettcher

Mr. Kenning called the meeting to order at 9:10 A.M.

Mr. Kenning introduced Mr. Stephen Haller who is the local records specialist with the Ohio Historical Society working out of Wright State University.

Mr. Haller discussed the reasons for records retention, the role he will play and the steps necessary to provide the City of Centerville with an adequate and up to date retention schedule.

Mr. Haller explained that after a records inventory has been taken and discussed with the department head, the commission must meet to review the retention schedules. After approval by the commission the State Examiners Office must also approve the retention schedule.

After unanimous approval by the commission for Mr. Haller to proceed with the inventory and retention schedules, the following dates were established to start the inventory.

February 28 - Clerk of Council records and Finance records

March 1 - Police records

There being no further business, Mr. Kenning adjourned the meeting at 9:40 A.M.

APPROVED:

Chairman

Date

Records Commission

Date