

RECORDS COMMISSION MEETING

JUNE 11, 1980

The Records Commission held its meeting on Wednesday, June 11, 1980 in the law library of the Centerville Municipal Building.

In attendance were:

Chairman Darryl K. Kenning
Commission Members Marilyn McLaughlin
William Bettcher
William Randolph

Mr. Kenning called the meeting to order at 9:45 A.M.

Mr. Kenning presented to the Committee a list of records which Lt. E. A. Phillips of the Police Department had requested to be destroyed. This list covered the following documents:

Radio & Telephone Log Sheets	-	From: January 1, 1965 Thru: December 31, 1976
Dispatcher Complaint Slips	-	From: January 1, 1971 Thru: December 31, 1976
Radar Enforcement Records Sheets	-	From: January 1, 1971 Thru: December 31, 1976
Officer Daily Activity Sheets	-	From: January 1969 Thru: December 1976

After a brief discussion concerning the information contained in these documents, Mr. Randolph made a motion to destroy the records as presented. Mrs. McLaughlin seconded the motion.

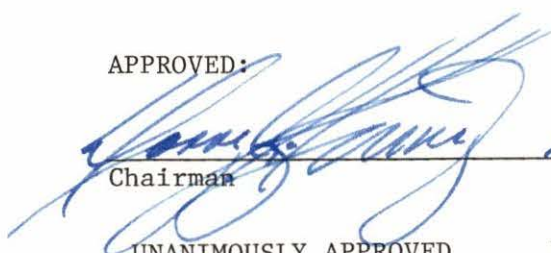
Depending on the confidentiality of the documents being destroyed, it was agreed that destruction by burning, shredding or by placing the records directly in the back of a refuse packer are the only methods acceptable.

Mr. Kenning instructed Mr. Randolph to supervise the burning of the police records now ready for destruction.

Mr. Kenning requested that the Dispatcher Complaint Slips be added to the Schedule of Record Retention and Destruction for the Police Department.

Mr. Bettcher was instructed to prepare a memo to all department heads requesting that all records, which are now due for destruction, be destroyed by December 31, 1980.

APPROVED:


Chairman

7-11-80
Date

UNANIMOUSLY APPROVED
Records Commission

7/11/80
Date