The Records Commission held its meeting at 2:00 P.M. in the Law Library of the Centerville Municipal Building on January 7, 1991.

In attendance were:

John W. Lickert
Marilyn Mc Laughlin
William Bettcher
Michael Haverland
Judy Gilleland

Mr. Haverland called the meeting to order at 2:00 P.M.

Mr. Haverland passed out a listing of record boxes and reports being held in storage in the 2nd floor storage room of the City Building.

He suggested that those departments involved in the destruction of these records make a list of those box/report numbers which can be destroyed and bring to the next meeting. Those items which cannot be destroyed at this time should have a destroy date placed on the outside of the box.

The next meeting was scheduled for 2:00 P.M., January 21st, in the Law Library.

There being no further business, the meeting was adjourned at 2:15 P.M.

Michael A. Haverland 1/21/91
Approved - Chairman Date

Unanimously Approved 1/21/91
Records Commission Date