

The Records Commission held its meeting at 2:00 P.M. in the Law Library of the Centerville Municipal Building on January 21, 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. Bettcher distributed the minutes from the January 7th meeting. Mr. Haverland moved for their approval; Mrs. Mc Laughlin seconded the motion. Minutes approved.

Mr. Haverland requested that a Certificate of Records Disposal form be completed by each department listing those items to be destroyed. These reports will be reviewed at the next meeting which is scheduled for 2:00 P.M., January 29, 1991 in the Law Library.

The meeting was adjourned at 2:15 P.M.

 1/29/91
Approved - Chairman Date

UNANIMOUSLY APPROVED 1/29/91
Records Commission Date