

CENTERVILLE RECORDS COMMISSION

The Records Commission held its meeting at 2:00 P.M. in the Law Library of the Centerville Municipal Building on August 31, 1993.

In attendance were:

Gregory B. Horn
John W. Lickert
Marilyn McLaughlin
William Bettcher
Michael Haverland
Judy Gilleland

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

Mr. Lickert explained to Mr. Horn the procedure that has been followed in the past concerning which records were to be destroyed and the method of destruction used.

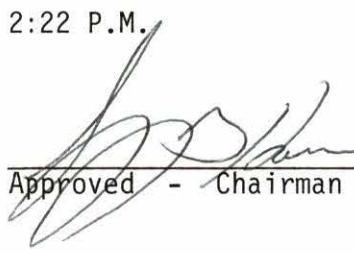
Mrs. McLaughlin also explained the requirement of notifying the Ohio Historical Society and the Auditor of State of those records which we wish to destroy by type, date, cubic feet, etc...

Mr. Lickert handed out a sheet listing those items which the Police Department would like to destroy. Mr. Horn made a motion to approve the listing. Mr. Haverland seconded the motion.

Mr. Haverland requested that all departments, who have records to be destroyed, provide the Committee with a listing of these records by the next meeting. Mr. Bettcher was instructed to contact each department for this listing.

The next meeting of the Records Commission will be held at 2:00 P.M. in the Law Library on Tuesday October 5, 1993.

Mr. Horn adjourned the meeting at 2:22 P.M.


Approved - Chairman Date 10-5-93

UNANIMOUSLY APPROVED 10-5-93
Records Commission Date

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