

CENTERVILLE RECORDS COMMISSION

The Records Commission held its meeting at 2:00 PM in the law library of the Municipal Building on October 5, 1993.

In attendance were:

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

Mr. Horn called the meeting to order at 2:05 PM.

Mr. Bettcher distributed the minutes from the meeting held on August 31, 1993. Mr. Lickert made a motion to approve. Ms. Gilleland seconded the motion.

A discussion followed concerning the correct use of Form RC3. It was agreed that this form was to be used after the records have been destroyed.

Mrs. McLaughlin stated that Wright State University was the local archivist for Montgomery County and could probably answer any questions we may have.

Mr. Lickert suggested that Mr. Bettcher contact the archivist at Wright State University to find out which forms we are to use to properly record the destruction of our records.

Mr. Bettcher distributed a listing of those records which each department had requested to be destroyed.

Mrs. McLaughlin made a motion to approve the list of records to be destroyed. Mr. Lickert seconded the motion.

Mr. Bettcher was instructed to complete and send the proper form to the local records specialist at Wright State University for his review and approval before we destroy our records.

Mr. Horn adjourned the meeting at 2:20 PM.



Approved Chairman 3-9-94
Date

UNANIMOUSLY APPROVED 3-9-94

Records Commission Date