

CENTERVILLE RECORDS COMMISSION

The Records Commission held its meeting at 9:45 AM on April 17, 1996 in the law library of the Municipal Building.

In attendance were:

- Gregory Horn
- John W. Lickert
- Marilyn McLaughlin
- William Bettcher

Mr. Horn called the meeting to order at 9:45 AM.


Mr. Bettcher passed out the minutes of the meeting held on June 29, 1994. Mr Horn made a motion to approve. Mrs. McLaughlin seconded the motion.

A brief discussion followed on the use of Form RC2. Mrs. McLaughlin said that we do not need to use this form unless there are new items to be destroyed that are not on the current retention schedule.

Mr. Bettcher passed out some information from the Shred-It Corporation, a business that will bring a truck to the City Building and shred all the documents we wish destroyed, on site. All members present agreed that this is a much safer way to dispose of loose papers and old records and asked Mr. Bettcher to obtain more information on cost, removal of paper clips, staples, etc.

The committee suggested that the completion of Form RC3 be done within the next 90 days and forwarded to the Ohio Historical Society for review. Once approved, a records destruction date will be established and all departments notified to have their records available for destruction by that date.

There being no further business, Mr. Horn adjourned the meeting at 10:00 AM.


Approved: Chairman 5/1/97
Date

UNANIMOUSLY APPROVED 5/1/97
Records Commission Date