

CENTERVILLE RECORDS COMMISSION

The Records Commission held its meeting at 9:00 AM on May 1, 1997 in the law library of the Municipal Building.

In attendance were:

Stephen Walker
Gregory Horn
Marilyn McLaughlin
Wm. L. Bettcher

Mr. Horn called the meeting to order at 9:10 AM. Mr. Bettcher distributed the minutes of the meeting held on April 17, 1996. Mrs. McLaughlin made a motion to approve. Mr. Bettcher seconded the motion.

Mr. Walker discussed, at length, a list of police records he wishes to destroy. All of these items were listed on Form RC3 and covered the period from January 1981 through December 1992. Mr. Horn had some concerns about destroying certain police personnel records and Mr. Walker explained in detail, the reason for their destruction.

Mr. Walker is going to complete Form RC3 and forward it to the Ohio Historical Society and give them the required fifteen (15) days notice prior to the records destruction date. Mr. Walker is also going to contact the SHRED IT COMPANY to alert them of an upcoming records destruction and to obtain any other information that might be of interest to this committee.

Mr. Bettcher was asked to instruct the other department heads to complete Form RC3 listing the records which they wish to have destroyed in the upcoming destruction cycle.

Mr. Bettcher and Mrs. McLaughlin are to prepare Form RC3 as soon as possible and forward it to the Ohio Historical Society for their review.

There being no other business, Mr. Horn adjourned the meeting at 9:50 AM.


Approved - Chairman 9/5/97
Date

Unanimously approved 9/5/97
Records Commission Date