

CENTERVILLE RECORDS COMMISSION

The Records Commission held its meeting on Tuesday, May 12, 1998 at 2:00 P.M. in the Law Library. Ms. Gilleland called the meeting to order at 2:05 P.M..

In attendance were: Wm.L. Bettcher, Marilyn McLaughlin, Judy Gilleland, Steve Walker, and Mark Schlagheck.

Mr. Bettcher distributed minutes from the meeting held on September 4, 1997. Ms. McLaughlin made a motion to approve the minutes as recorded. Mr. Walker seconded. The motion carried unanimously.

Mr. Schlagheck passed out new schedules from the Ohio Historical Society and showed new copies of RC-1, RC-2, and RC-3 forms. Discussion of these forms followed. We can now mail form RC-3s directly to Columbus. Mrs. McLaughlin says that forms sent to the Historical Society in Columbus should be sent Certified Mail.

Mr. Schlagheck has prepared a book containing all Records Commission correspondence.

Mr. Walker informed us that the Ohio Chief's of Police sponsors a conference on records retention, destruction, etc. Mrs. McLaughlin attend one of these several years ago and reported that it was very boring. Peg Whisman, Assistant Clerk of Council attended a 2 hour seminar sponsored by the Ohio Historical Society.

Mr. Walker has a list of items to be destroyed, but he needs a new form RC-3. It was approved to destroy police records as presented.

Mrs. McLaughlin read her RC-3 items to be destroyed, all of which were on the original approved schedule. All approved her destruction of Clerk's records

Mr. Schlagheck informed us that according to the Composition of Records Commission ORC 149.39, we are missing two (2) people; a citizen and the Law Director. Ms. Gilleland will check with Mr. Farquhar to see if our Charter allows us to forego these people. She will advise us.

Mr. Schlagheck will mail RC-3s for Mrs. McLaughlin and Mr. Walker.

Ms. Gilleland adjourned the meeting at 2:30 P.M.


Approved-Chairman Date 11-2-98

Unanimously approved 11/2/98
Records Commission Date