

CENTERVILLE RECORDS COMMISSION

The Records Commission held its meeting at 10:00 AM on November 2, 1998 in the Law Library of the Municipal Building. Ms. Gilleland called the meeting to order at 9:35 A.M.

In attendance were: Assistant City Manager Judy Gilleland, Finance Director Wm. L. Bettcher, Chief of Police Stephen Walker, Clerk of Council Marilyn McLaughlin, Assistant Finance Director Mark Schlagheck, Law Director Robert N. Farquhar, and Carolyn Meininger, an appointed citizen.

Mr. Schlagheck distributed minutes from the meeting held on May 12, 1998. Mr. Bettcher made a motion to approve the minutes as presented. Ms. Gilleland seconded. Mr. Farquhar and Mrs. Meininger abstained.

Ms. Gilleland, Mr. Walker, and Mr. Bettcher each read the schedule of records to be destroyed off of Form RC-3. Mrs. McLaughlin stated that she had no records to be destroyed at this time.

Mr. Farquhar and Mr. Walker discussed the laws governing personnel records, what must be kept, for how long, and the releasing of this information to the public. Mr. Walker cited an incident which happened in Columbus concerning the release of specific information on several undercover police officers. Mr. Walker stated that the basic personnel information is a permanent record. All other records are kept for three years. Mr. Farquhar discussed the various medical records as to what is confidential and what is a public record.

Mr. Farquhar made a motion to dispose of the various City records appearing on the RC-3 schedules for all the areas previously discussed. Mrs. Meininger seconded the motion. The motion was unanimously approved.

Mr. Schlagheck mentioned that most of the original RC-2 schedules were made out in 1979 and need to be updated to include the current records being generated in the various departments. In addition, new RC-2 schedules should be prepared for those records generated at Yankee Trace, Benham's Grove, and the Walton House. A discussion of this form will be on the agenda for the next meeting.

Ms. Gilleland adjourned the meeting at 10:15 A.M.

The meeting was called to order again at 10:25 A.M. by Ms. Gilleland to seek approval of a new Form RC-2. Mr. Farquhar made a motion to approve. Mrs. Meininger seconded the motion. The motion carried.

The meeting was then adjourned at 10:30 A.M..


Approved-Chairman 8-4-99
Date

Records Commission

Date