

Records Commission Meeting
Golf Club at Yankee Trace
Wednesday, August 4, 1999

In Attendance were:

Judith A. Gilleland
William Bettcher

Robert N. Farquhar
Carolyn Meininger

Ms. Gilleland called the meeting to order at 11:10 am and distributed the minutes of the November 2, 1998 meeting. Mrs. Meininger made a motion to approve. Mr. Farquhar seconded the motion. Minutes approved.

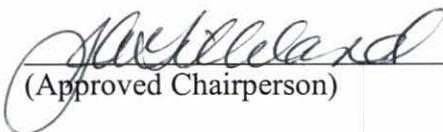
The purpose of the meeting was to obtain a list of records generated at the golf club and to establish a retention cycle for each record. In attendance were Pat Bayley, John Miller, Steve Shaw and Kelly Fackel from the Yankee Trace Golf Club.

Ms. Gilleland stated that nearly all the records generated by golf club personnel are considered public records. A brief discussion followed concerning the use of forms RC-2 and RC-3.

Ms. Gilleland asked that a listing of all the various types of records, documents, and memo's that each area of the golf club produces, be turned into her within two weeks.

The Yankee Trace personnel were concerned about storage of these records until such time they can be destroyed. The use of R-Kive boxes was suggested but the storage location was not determined.

Mr. Farquhar made a motion to adjourn the meeting. Mrs. Meininger seconded the motion. Meeting was adjourned at 11:35 am.


(Approved Chairperson)