

**Records Commission Meeting
Golf Club at Yankee Trace
Wednesday, March 1, 2000**

In attendance were Commission members:

Judith A. Gilleland
Mark Schlagheck

Robert N. Farquhar
Carolyn Meininger

Also in attendance were Marilyn McLaughlin, Clerk of Council and Stephen Walker, Chief of Police.

Ms. Gilleland called the meeting to order at 10:35 AM and distributed the meeting of the August 4, 1999 meeting. Mr. Farquhar made a motion to approve. Mrs. Meininger seconded the motion. Minutes approved.


Four (4) new Form RC-2 were presented to the Commission for approval. The forms, presented by Mr. Schlagheck, were from the Yankee Trace Pro Shop Department, the Yankee Trace Maintenance Department, the Yankee Trace Food Service Department and the Finance Department. After the review of the forms, Mr. Schlagheck made a motion to approve. Mr. Farquhar seconded the motion. Forms RC-2 approved.

A discussion of the process of the RC-3 was held. It was determined that all Form RC-3 will be presented to the Records Commission for review. Although the Commission does not have to formally approve a Form RC-3, it was determined to be beneficial for the Commission to review these forms before disposal.

The next meeting of the Records Commission was set for Wednesday, September 6, 2000 at 10:30 AM at The Golf Club at Yankee Trace.

Ms. Gilleland made a motion to adjourn the meeting. Mr. Schlagheck seconded the motion. The meeting was adjourned at 11:05 AM.


Approved – Chairperson


Date