

**Records Commission Meeting
Centerville Municipal Building
Planning Department Conference Room
Tuesday, February 6, 2001**

In attendance were Commission members:

Judith A. Gilleland
Mark Schlagheck

Carolyn Meininger

A motion was made by Mr. Schlagheck to excuse Mr. Farquhar. Mrs. Meininger seconded the motion. Motion approved.

Also in attendance were Marilyn McLaughlin, Clerk of Council, Stephen Walker, Chief of Police and Anita Besco, Benham's Grove Administrator.

Ms. Gilleland called the meeting to order at 10:10 AM and distributed the minutes of the October 4, 2000 meeting. Mr. Schlagheck made a motion to approve. Ms. Gilleland seconded the motion. Minutes approved.

Ms. Gilleland discussed the use of a records management consultant. This idea has previously been discussed with Gregory Horn, City Manager and been delayed indefinitely.

Two (2) new RC-2 forms were presented to the Commission for approval. The forms were from the Clerk of Council and from the City Manager's office. These forms were reviewed and minor modifications were made to each form. A motion was made by Mr. Schlagheck to approve the forms as modified. Mrs. Meininger seconded the motion. Forms RC-2 approved.

Forms RC-3 were presented by the following departments: Finance, Finance-Income Tax, Clerk of Council, Safety-Police, and City Manager-Personnel. These forms do not need to be approved by the Commission, but were presented for review per past practice.

The next meeting of the Records Commission was set for Wednesday, August 15, 2001 at 10:30 AM at the Municipal Building, Law Library.

The meeting was adjourned at 10:45 AM.


Approved – Chairperson

13-12-02
Date