

**Records Commission Meeting
Centerville Municipal Building
Law Library
Tuesday, August 28, 2001**

In attendance were Commission members:

Judith A. Gilleland
Mark Schlagheck

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

Also in attendance were Steve Feverston, City Planner and Chris Pozzuto, Economic Development Administrator.

A discussion was held with Mr. Feverston and Mr. Pozzuto relating to the records retention and destruction process. It was determined that both departments need to prepare an updated records retention schedule (RC-2).

Forms RC-3 were presented by the following departments: Yankee Trace – Pro Shop, Yankee Trace – Maintenance, Yankee Trace – Food Service, City Manager, and City Manager-Personnel. These forms do not need to be approved by the Commission, but were presented for review per past practice.

The meeting was adjourned at 9:55 AM.



Approved – Chairperson



Date