

**Records Commission Meeting
Centerville Municipal Building
Law Library
Wednesday, March 19, 2003**

In attendance were Commission members:

Judith A. Gilleland
Mark Schlagheck

Carolyn Meininger

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

A motion was made by Mr. Schlagheck to approve the minutes of the March 12, 2002 meeting. Mrs. Meininger seconded the motion. Motion approved.

A new Form RC-2 was presented for the Finance Department. A motion was made by Ms. Gilleland to approve the Form RC-2. Mrs. Meininger seconded the motion. Motion approved.

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


Approved – Chairperson


Date