

**Records Commission Meeting
Centerville Municipal Building
Law Library
Wednesday, October 29, 2003**

In attendance were Commission members:

Judith A. Gilleland
Mark Schlagheck

Carolyn Meininger
Robert N. Farquhar

Also in attendance was Rob James, Public Works Director.

A motion was made by Mr. Schlagheck to approve the minutes of the March 19, 2003 meeting. Mrs. Meininger seconded the motion. Motion approved.

A new Form RC-2 was presented for the Police Division. A motion was made by Mr. Farquhar to approve the Form RC-2. Mrs. Meininger seconded the motion. Motion approved.

A Form RC-3 was presented for the City Manager – Personnel Department. This form does not need to be approved by the Commission, but was presented for review per past practice. It was agreed that in the future RC-3 forms will be reviewed by the Records Commission at their next scheduled meeting. However, departments will be allowed to destroy documents as long as the Schedule of Records Retention and Disposition (Form RC-2) is adhered. All Forms RC-3 must be submitted to Mr. Schlagheck for submission to the Ohio Historical Society for review.



Approved – Chairperson

10-23-03
Date