

**Records Commission Meeting  
Centerville Municipal Building  
City Manager's Conference Room  
Wednesday, February 23, 2005**

In attendance were Commission members:

Gregory B. Horn  
Mark Schlagheck

Scott A. Liberman  
Carolyn Meininger

Also in attendance was Jennifer Wilder, Assistant to the City Manager.

A motion was made by Mrs. Meininger to approve the minutes of the October 29, 2003 meeting. Mr. Schlagheck seconded the motion. Motion approved. Mr. Horn and Mr. Liberman abstained from the vote.

A motion was made by Mr. Schlagheck to approve the minutes of the November 19, 2003. Motion approved. Mr. Horn, Mr. Liberman and Mrs. Meininger abstained from the vote.

Mr. Horn designated Mrs. Wilder as the City Manager's designee to the Records Commission for future meetings.

Mrs. Meininger asked a question related to the video tapes recorded by the Police Department for various reasons. The retention schedule for all video and audio recordings were located on the Police's current RC-2 form and discussed. It appears that the Police have the necessary items on their retention schedule.

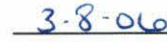
A discussion of the various records commission forms was held to ensure that all members understood the records retention process.

A discussion of House Bill 9 was held. House Bill 9 will place a requirement on elected officials to attend records training at least once every 2 years.

Mrs. Meininger made a motion to approve the various RC-3s that were presented to the Commission. These RC-3s were from the following departments: Police, Finance, Income Tax, Clerk of Council, Personnel, and Yankee Trace. Mr. Liberman seconded the motion. Motion approved.

The meeting was adjourned.

  
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Approved – Chairperson

  
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Date