

**Records Commission Meeting  
Centerville Municipal Building  
Law Library  
Wednesday, March 8, 2006**

In attendance were Commission members:

Jennifer Wilder  
Mark Schlagheck

Scott A. Liberman  
Carolyn Meininger

A motion was made by Mrs. Meininger to approve the minutes of the February 23, 2005 meeting. Mrs. Wilder seconded the motion. Motion approved.

New Form RC-2s were presented for various departments of the City. A discussion ensued about the items listed on the various RC-2s. A motion was made by Mrs. Meininger to approve the following RC-2s: Clerk of Council, Public Works – Engineering, Public Works – Administration, Public Works – Inspection, Finance – Waste Collection, Finance – Income Tax, Finance – Human Resources, Planning, Zoning/Code Enforcement, City Manager, Yankee Trace – Food Service, Yankee Trace – Maintenance, and Yankee Trace – Pro Shop. Mr. Liberman seconded the motion. Motion approved.

The Records Commission did not approve the RC-2 submitted for Benham's Grove. It was determined that the Benham's Grove RC-2 should be reworked so that it is consistent with the other records schedules of the city.

Mrs. Wilder 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, Finance - Income Tax, Finance - Waste, Finance – Human Resources, City Manager and Yankee Trace. Mrs. Meininger seconded the motion. Motion approved.

The commission discussed several areas that will need to be addressed in the future including email, voicemail, and copies of records distributed to other departments. The possibility of hiring a consultant to provide guidance was also discussed.

The meeting was adjourned.



Approved – Chairperson

2-14-07

Date