

**Records Commission Meeting
Centerville Municipal Building
Law Library
Wednesday, February 22, 2012**

In attendance were Commission members:

Jennifer Wilder
Steven Hinshaw
Ginger Yonak

Scott A. Liberman
Debra James

At 11:00 a.m., Chairperson Wilder called the meeting to order and took roll call.

Mrs. Carolyn Meininger was excused from the meeting after Ms. Yonak informed the Commission she was regrettably not able to attend due to a schedule conflict. Captain Mark Casey from the Centerville Police Department was also in attendance.

A motion was made by Mr. Liberman to approve the minutes of the November 3, 2010 meeting. Dr. Hinshaw seconded the motion. Motion approved.

Ms. Yonak reviewed several new and/or revised RC-2 forms and one RC-1 form for recommended approval of the Commission. These forms were distributed to Commission members on February 14, 2012 for advanced review and consideration. Mr. Liberman recommended one modification be made to the City Council RC-2 form to address the retention of electronic mail (e-mail). Commission members unanimously supported Mr. Liberman's recommendation.

A motion was made by Dr. Hinshaw to approve the RC-2 forms listed below, with the noted modification to the City Council RC-2 form. This was seconded by Mrs. James. Motion approved. RC-2 forms that were approved by the Commission are as follows:

- General Citywide Schedule
- Benham's Grove
- City Manager's Office
- Council
- Finance
- Finance/Tax Division
- Finance/Waste Collection Division
- Human Resources
- Planning
- Police Department
- Public Works – Administration
- Public Works – Engineering
- Public Works – Inspection

- Yankee Trace Food Service
- Yankee Trace Golf Maintenance
- Yankee Trace Golf Operations

Mr. Liberman made a motion to approve the Police Department RC-1 form for the on-time disposal of obsolete records. Dr. Hinshaw seconded the motion. Motion approved.

Mrs. James advised the Commission of the recent passage of legislation that may impact the City's records retention procedures. Mr. Liberman will research this further.

At 11:15 a.m., a motion was made by Ms. Yonak to adjourn the meeting. Dr. Hinshaw seconded the motion. Motion approved.

The meeting was adjourned.

Jennifer Wilder
Approved – Chairperson

6.19.13
Date