

**Records Commission Meeting
Centerville Municipal Building
Law Library
Wednesday, June 19, 2013**

In attendance were Commission members:

Jennifer Wilder
Steven Hinshaw
Ginger Yonak

Scott A. Liberman
Debra James

At 9:00 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.

A motion was made by Dr. Hinshaw to approve the minutes of the February 22, 2012 meeting. Chairperson Wilder seconded the motion. Motion approved.

Ms. Yonak suggested that the Commission establish regular meeting dates as required by the Ohio Revised Code. Mr. Liberman confirmed that the O.R.C. requires this Commission to meet at least every six (6) months. The Commission members established that future meetings will be held on the second Wednesday of the sixth and twelfth months of the year. Ms. James agreed to provide appropriate public notice of these meetings, in accordance with City policy.

Ms. Yonak suggested the Records Commission be included in the City of Centerville Elected and Appointed Officials booklet for 2014. Commission members agreed.


Dr. Hinshaw reported that the next records disposal event would be scheduled for the February 2014 time frame, or sooner if needed. Ms. Yonak reported that the previous disposal event was held in February 2013 and that participating departments provided appropriate documentation of their disposed documents, which are available for review and future updating on the City's common drive.

At 9:45 a.m., a motion was made by Ms. Yonak to adjourn the meeting. Mr. Liberman seconded the motion. Motion approved.

The meeting was adjourned.



Approved Chairperson



Date