

**Records Commission Meeting
Centerville Municipal Building
Law Library
Wednesday, December 10, 2014**

In attendance were Commission members:

Jennifer Wilder
Steven Hinshaw
Mark Casey

Scott A. Liberman
Debbie James

At 10:32 a.m., Chairperson Wilder called the meeting to order and took roll call. Mrs. Meininger was absent.

A motion was made by Mr. Liberman to excuse Mrs. Meininger from the meeting. Mrs. James seconded the motion. Motion approved.

A motion was made by Mr. Liberman to approve the minutes of the June 12, 2014 meeting. Mrs. James seconded the motion. Motion approved.

The Commission discussed Ginger Yonak's resignation and the impact on the commission. It was determined that no further action was necessary.

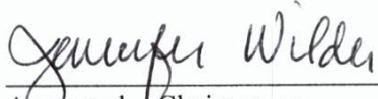
Mr. Liberman mentioned the need for a Mayor's Court public records. Mr. Liberman and Dr. Hinshaw provided an explanation regarding the establishment of a Mayor's Court being deferred to 2015 and recommended that any necessary records retention documents be approved by the Commission at the June 2015 meeting.

Mr. Cahall, Economic Development Administrator, presented a new RC-2 for the building inspection department. The Commission discussed the request. A motion was made by Mr. Liberman to approve the RC-2 for the building inspection department. Captain Casey seconded the motion. Motion approved.

Dr. Hinshaw reminded members that the next disposal event will be held in January or February 2015 and that participating departments need to provide appropriate documentation of their disposed documents.

At 10:44 a.m., a motion was made by Ms. Wilder to adjourn the meeting. Mr. Liberman seconded the motion. Motion approved.

The meeting was adjourned.



Approved - Chairperson

Date