

Records Commission Meeting
Centerville Municipal Building
Lower Level Conference Room
Wednesday, May 9, 2018

In attendance were Commission members:

Jonathan Hudson
Scott Liberman
Carolyn Meininger
Jennifer Brumby

Also in attendance was Public Records Custodian Carin Andrews.

Chairperson Brumby called the meeting to order at 10:48 AM

In reviewing the minutes from the November 8, 2017 meeting it was noted that Jonathan Hudson arrived at the meeting after it had adjourned. The minutes were revised to reflect. A motion was made by Mr. Liberman to approve the minutes of November 8, 2017 as amended. Mrs. Meininger seconded the motion. Motion approved.

Members reviewed the history of the Commission and the statute in the Ohio Revised Code.

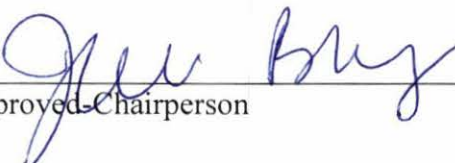
In New Business, Ms. Brumby the newly named Records Commission Chairperson explained that the Human Resources department is reviewing the City's process involving discipline records. If the policy is changed, the RC-2 will also need to be amended.

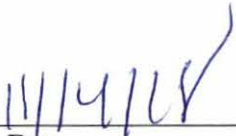
The RC2's will also need to be adjusted for the retention of video files and determining a content management system for these records.

A discussion was held regarding text messaging and whether the City needs to develop a policy regarding them.

Before adjourning the meeting, Ms. Brumby announced the next meeting will be on Wednesday, November 14, 2018 in the lower level conference room in the Municipal Building.

At 11:15 am Mr. Liberman made a motion to adjourn. Mrs. Meininger seconded the motion. Motion approved.


Approved Chairperson


Date