

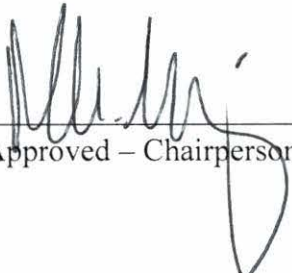
Records Commission Meeting  
Centerville Municipal Building  
Lower Level Conference Room  
Wednesday, November 14, 2018

In attendance were Commission members:

Jonathan Hudson  
Carolyn Meininger  
Jennifer Brumby  
Scott Liberman

Also in attendance was Public Records Custodian Carin Andrews.

At 10:30 A.M., Chairperson Brumby called the meeting to order and took roll call.  
A motion was made by Mr. Liberman to approve the minutes of the May 9, 2018 meeting.  
Mr. Liberman seconded the motion.  
Motion approved.  
There was a discussion about schedule destruction and the approval of destruction documents.  
Carin Andrews and Jenn Brumby attended records training conducted through the Auditors office on Friday, November 9, 2018.  
Consideration to have text messaging added to the records retention schedule.  
Update of department forms.  
It was advised to move the shred day back to May after the Records Commission meeting and approve RC2's at that time.  
The next Records Commission meeting will be held on Wednesday, May 8, 2019 at 10:30 A.M.  
At 10:45 A.M., Ms. Brumby made a motion to adjourn the meeting, Ms. Meininger seconded.  
The motion passed.  
Meeting adjourned.

  
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Approved – Chairperson

6-5-19  
\_\_\_\_\_  
Date