

RECORDS COMMISSION MEETING

MINUTES

Centerville Municipal Building

Kingseed Law Library

November 13, 2019

In attendance were Commission members:

Wayne Davis
Tyler Roark
Carolyn Meininger
Scott Liberman
Mary Prater

Also in attendance were Public Records Custodian Teri Davis and Communications Director Kate Bostdorff.

At 11:05, Wayne Davis called the meeting to order and took roll call.

A motion was made by Scott Liberman to approve the minutes of June 5, 2019. The motion was seconded by Carolyn Meininger and passed unanimously.

Scott Liberman provided a history of the RC2s updating; departmental meetings have not yet occurred, so approvals will not move forward today. Mr. Liberman explained the RC3 approval process for destruction. The early 2020 destruction will take place pursuant to the current RC2s. Mr. Liberman emphasized that RC2 edits need to address text messages, social media, and video files.

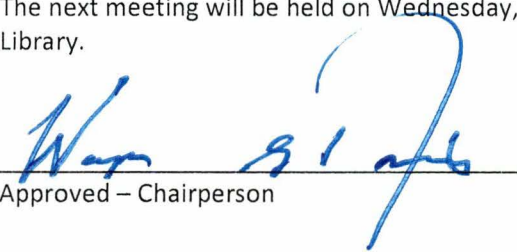
Wayne Davis designated Kate Bostdorff to administer the departmental meetings and present the RC2 update recommendations at the next meeting.

Tyler Roark will work with Kate to arrange for the Next Shred It date in spring of 2020.

Mrs. Bostdorff inquired about the City utilizing a Social Media archiving service. Mr. Liberman expressed that social media can be incorporated into the RC2, and archiving of text messages was more critical. He also suggested an automated delete function for email which would purge emails after a set amount of time.

At 12:10, Mrs. Meininger made a motion for adjournment, Mr. Roark seconded the motion, and it passed with a unanimous vote.

The next meeting will be held on Wednesday, February 12, 2020 at 11:00 a.m. in the Kingseed Law Library.


Approved – Chairperson

02/13/20
Date