

# RECORDS COMMISSION MEETING

## MINUTES

Centerville Municipal Building

Kingseed Law Library

February 12, 2020

In attendance were Commission members:

Wayne Davis  
Tyler Roark  
Carolyn Meininger  
Scott Liberman

Also in attendance were Police Department Representative Mary Prater, 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 Carolyn Meininger to approve the minutes of November 13, 2019. The motion was seconded by Scott Liberman and passed unanimously.


Mrs. Bostdorff provided an overview of the responses she received when she surveyed other municipal agencies regarding their email, text messaging, and social media retention schedules. Options for schedule changes were discussed, such as a one year auto purge program through Outlook email, adding a Text messages schedule which would stipulate "until no longer of administrative value," and updating and expanding the schedule's definition of social media. Mrs. Bostdorff and Mr. Liberman will meet to draft RC2 revisions for the City-wide general retention schedule and bring those back to the Commission for approval. Once the City-wide RC2 is approved, Mrs. Bostdorff and Mr. Liberman will begin meeting with department heads to update and revise the departmental RC2s.

The 2020 agreement with Stericycle (formerly Shred It) is being processed. The tentative date for records disposal is March 19.

Mrs. Davis advised she is investigating the implementation of an electronic document retention software program.

At 12:15, 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, August 12, 2020 at 11:00 a.m. in the Kingseed Law Library.

  
Approved – Chairperson

08/26/20  
Date