

Records Commission Meeting
Centerville Municipal Building
Kingseed Law Library
Wednesday, June 5, 2019

In attendance were Commission members:

Rory Garrity
Carolyn Meininger
Tyler Roark
Lindsay Slack
Scott Liberman

Also in attendance were Public Records Custodian Carin Andrews, City Manager Wayne Davis and Community Resources Manager Kate Bostdorff.

At 12:30 P.M. Chairperson Garrity called the meeting to order and took roll call.

Introductions were made of all present at the meeting.

A motion was made by Scott Liberman to approve the minutes. The motion was seconded by Carolyn Meininger and passed unanimously.

ORC requirements of the Records Commission was reviewed.

Carin Andrews and Jenn Brumby attended the state required records training at the Centerville Police Department last year.

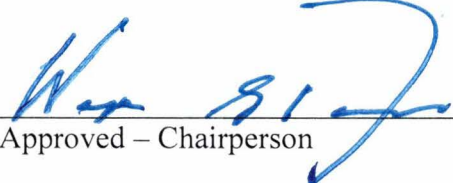
A discussion was held regarding text messaging and city business texts being considered public records and how these should be managed. RC2s need to be updated and include text messages on the destruction schedule.

Committee decided that Ms. Garrity will begin scheduling appointments with individual departments to review their RC2's and these will be revised by the next meeting in November.

Shred It came to the city building on May 17, 2019 and scheduled records destruction was completed.

At 1:30 P.M. Mr. Liberman made a motion for adjournment, Mrs. Meininger seconded the motion and it passed with a unanimous vote.

The next meeting will be held on Wednesday, November 20, 2019 at 12:30 pm in the Mark Kingseed Law Library.


Approved – Chairperson

11/13/19
Date