

**Records Commission Meeting
Centerville Municipal Building
Lower Level Conference Room
Wednesday, November 8, 2017**

In attendance were Commission members:

Scott Liberman
Carolyn Meininger
Jennifer Wilder

Also in attendance was Public Records Custodian Carin Andrews.

At 10:30 a.m., Chairperson Wilder called the meeting to order and took roll call.

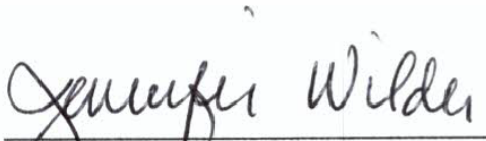
A motion was made by Mrs. Wilder to approve the minutes of the May 10, 2017 meeting. Mrs. Meininger seconded the motion. Motion approved.

Mrs. Wilder reported that she has reviewed with her department the RC-2's and has a goal of May to review with all departments in the City. It has been five years since that review has occurred.

Mrs. Andrews and Mrs. Wilder have been attending local government webinars.

To assist with records retention, the ERP Enterprise Resource Program that the City will soon have will have a document managing program.

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



Approved - Chairperson

Date