

**Records Commission Meeting
Centerville Municipal Building
Law Library
Wednesday, June 8, 2016**

In attendance were Commission members:

Jennifer Wilder
Steven Hinshaw

Scott A. Liberman

Also in attendance was Public Records Custodian Carin Andrews.

At 10:40 a.m., Chairperson Wilder called the meeting to order and took roll call. Mrs. Meininger was absent.

A motion was made by Mr. Liberman to excuse Mrs. Meininger from the meeting. Mrs. Wilder seconded the motion. Motion approved.

A motion was made by Mr. Liberman to approve the minutes of the December 9, 2015 meeting. Mrs. Wilder seconded the motion. Motion approved.

A discussion about having the Records Commission meeting on different dates was held. If the meeting were to move from the June/December schedule, then the next meeting would need to be before December in order to remain compliant with Ohio's Records Commission laws.

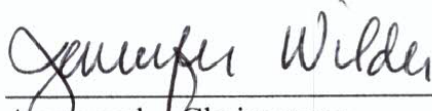
Mrs. Wilder reported that records were destroyed in January 2016 in accordance with approved RC-2s.

Mrs. Andrews asked about guidance for keeping records that are on the approved RC-2 forms. Mr. Liberman offered to provide guidance as she comes across questionable records.

Mrs. Wilder reminded members that the next meeting is scheduled for December 14, 2016 in the Law Library at 10:30 a.m. but may be changed to an earlier date.

At 10:48 a.m., a motion was made by Mr. Liberman to adjourn the meeting. Mrs. Wilder seconded the motion. Motion approved.

The meeting was adjourned.



Approved - Chairperson

Date