

**Records Commission Meeting
Centerville Municipal Building
Law Library
Wednesday, November 9, 2016**

In attendance were Commission members:

Jennifer Wilder
Carolyn Meininger
Scott A. Liberman

Also in attendance was Public Records Custodian Carin Andrews.

At 10:35 a.m., Chairperson Wilder called the meeting to order and took roll call, Mr. Jonathan Hudson was absent.

A motion was made by Mr. Liberman to excuse Mr. Hudson's absence. It was seconded Mrs. Meininger. Motion approved.

A motion was made by Mr. Liberman to approve the minutes of the June 8, 2016 meeting. Mrs. Wilder seconded the motion. Motion approved.

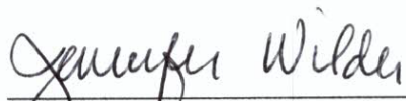
Dates for upcoming meetings were set at Wednesday, May 10, 2017 and Wednesday, November 8th, 2017.

Purging personnel files and procedures for managing duplicate paperwork within those files was discussed. Mr. Liberman added that the definition of "separation agreements" needs to be expanded.

An email correspondence from Tipp City regarding text messages was discussed and how they should be addressed within the public records policy.

At 11:40 a.m. Mr. Liberman made a motion to adjourn the meeting. Mrs. Wilder seconded the motion. Motion approved.

The meeting was adjourned.



Approved - Chairperson

Date