

**Records Commission Meeting
Centerville Municipal Building
Law Library
Wednesday, December 11, 2013**

In attendance were Commission members:

Jennifer Wilder
Steven Hinshaw
Ginger Yonak

Scott A. Liberman
Carolyn Meininger

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

Debbie James was excused from the meeting after Ms. Yonak informed the Commission she was regrettably not able to attend.

A motion was made by Ms. Yonak to approve the minutes of the June 19, 2013 meeting. Dr. Hinshaw seconded the motion. Motion approved.

Ms. Yonak suggested that the Commission appoint a staff member from the Police Department to the Centerville Records Commission. Ms. Meininger made a motion to appoint a member of the Police Department to this Commission. Dr. Hinshaw seconded the motion. Motion approved.

Mr. Liberman gave a brief update about case law legislation pertaining to public records requests. Dr. Hinshaw reported that the next records disposal event would be scheduled for the January/February 2014 time frame. Ms. Yonak reminded members that the previous disposal event was held in February 2013 and that participating departments provided appropriate documentation of their disposed documents, which are available for review and future updating on the City's common drive.

At 10:50 a.m., a motion was made by Dr. Hinshaw to adjourn the meeting. Ms. Meininger seconded the motion. Motion approved.

The meeting was adjourned.

Approved – Chairperson

Date