

## RECORDS COMMISSION MEETING

### MINUTES

Centerville Municipal Building

Kingseed Law Library

August 26, 2020

In attendance were Commission members:

Wayne Davis  
Tyler Roark  
Carolyn Meininger  
Scott Liberman

Also in attendance were Public Records Custodian Teri Davis and Communications Director Kate Bostdorff.

At 11:06, Mr. Davis called the meeting to order and took roll call.

Scott Liberman made a request to amend the minutes to reflect that Mary Prater was in attendance at the February 2, 2020 meeting but is not an official member of the Commission. A motion was made by Mr. Liberman to approve the minutes of February 2, 2020 with the edit noted above. The motion was seconded by Mrs. Meininger and passed unanimously.

Mrs. Bostdorff provided an overview of the Phase I updating of the RC2s. All departments' and the city-wide RC2s were presented to Commission members for their review. Mrs. Bostdorff pointed out highlights of the revisions including departmentally-unique identifiers, changes to media types, reduction of redundancies, addition of document types not previously included such as text messages, and elimination of antiquated document types. She also explained the breakdown of what items will be kept in three (3) categories of Personnel Files. Mr. Liberman provided a reminder of the approval process and expected timeline. A motion was made by Mr. Liberman to approve the following RC2s as presented:

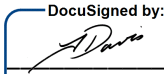
Benham's Grove Administrator  
General City-wide  
Clerk of Council  
Finance - Superintendent of Taxation  
Finance  
Finance Waste Collection  
Human Resources  
Development-Inspection  
Planning  
Police Department  
Public Works – Administration  
Public Works – Engineering  
Yankee Trace Food Service  
Yankee Trace Golf Operations  
Yankee Trace Golf Maintenance

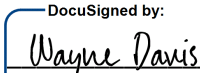
The motion was seconded by Mrs. Meininger and passed unanimously. Mrs. Bostdorff then noted that Phase II of the process will be training and implementation. Mrs. Meininger indicated her support for the City moving toward more electronic document retention.

Mrs. Davis requested the Commission consider whether the current Public Records Policy, last modified in 2007, needed any updates or revisions. Mr. Liberman and Mrs. Bostdorff both indicated they considered the document to still be relevant without any needed changes. A motion was made by Mr. Liberman to retain the Public Records Policy in its current iteration. The motion was seconded by Mr. Davis and passed unanimously.

At 11:28 a.m., Mrs. Meininger made a motion for adjournment, Mr. Roark seconded the motion, and it passed with a unanimous vote.

The next meeting will be held on Wednesday, February 24, 2021 at 11:00 a.m. in the Kingseed Law Library.

Submitted By:   
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Approved Chairperson

2/24/2021  
Date