

## RECORDS COMMISSION MEETING

### MINUTES

Centerville Municipal Building

Kingseed Law Library

August 18, 2021

In attendance were Commission members:

Wayne Davis  
Tyler Roark  
Scott Liberman  
Carolyn Meininger

Also in attendance were Public Records Custodian Teri Davis, Police Records Specialist Lindsey Slack, Human Resources Director Jen McCormick, and Communications Director Kate Bostdorff.

At 11:07, Mr. Davis called the meeting to order and took roll call.

#### **Minutes**

A motion was made by Mr. Liberman to approve the minutes of February 24, 2021. The motion was seconded by Mr. Roark and passed unanimously.

**Old Business** – none

#### **New Business**

- a. Mrs. Davis presented requested edits to the following RC2s:

Human Resources  
Police Department  
General City-wide  
Clerk of Council  
Planning

Mr. Liberman moved to approve the edits to the Human Resources RC2. Mrs. Meininger seconded the motion, and it passed unanimously.

Mr. Liberman moved to approve the edits to the Police Department RC2. Mrs. Meininger seconded the motion, and it passed unanimously.

Mr. Liberman moved to approve the edits to the General City-wide RC2 with some discussed revisions. Mrs. Meininger seconded the motion, and it passed unanimously.

Mr. Liberman moved to approve the edits to the Clerk of Council RC2 with some discussed revisions. Mrs. Meininger seconded the motion, and it passed unanimously.

Mr. Liberman moved to approve the edits to the Planning RC2. Mr. Roark seconded the motion, and it passed unanimously.

- b. Mrs. Davis presented a first draft of the newly required Centerville Community Improvement Corporation (CCIC) RC2.

Mr. Liberman moved to approve the CCIC RC2 with some discussed revisions. Mr. Roark seconded the motion, and it passed unanimously.

- c. Mrs. Davis discussed a proposal to post all of the approved RC2s to the City's website to provide requestors a better understanding of what and how City documents are kept. The Commission indicated its support for the proposal.

**Adjournment**

At 11:46 a.m., Mrs. Meininger made a motion for adjournment, Mr. Liberman seconded the motion, and it passed unanimously.

The next meeting will be held on Wednesday, February 23, 2022 at 11:00 a.m. in the Kingseed Law Library.

Submitted By: 

Wayne Davis  
Approved – Chairperson

2/23/2022  
Date