# RECORDS COMMISSION MEETING

# **MINUTES**

Centerville Municipal Building Kingseed Law Library August 17, 2022

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 Brooke Cornett, and Communications Director Kate Bostdorff.

At 11:05 a.m., 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 23, 2022. The motion was seconded by Mrs. Meininger and passed unanimously.

#### **Old Business**

- a. Public Records Training
  - i. Mrs. Davis advised about recent legislation designating her to receive Public Records training on behalf of the City Council members; she further advised she had completed her annual training two weeks ago.
  - ii. Mrs. Davis advised about a staff level Public Records training, which was conducted in May. Approximately 50 staff members were in attendance.

### **New Business**

- a. Mrs. Davis presented departmental requests for RC2 amendments as follows:
  - Finance Department Board members discussed the request for payroll and PERS documentation to be retained for 40 years.
    - A motion was made by Mrs. Meininger to approve the amendments to the Finance Department RC2. The motion was seconded by Mr. Liberman and passed unanimously.
  - ii. Public Works
    - A motion was made by Mrs. Meininger to approve the amendments to the Public Works Department RC2. The motion was seconded by Mr. Liberman and passed unanimously.
  - iii. City-wide Board members discussed the retention for various applications from two years as requested to four years.
    - A motion was made by Mrs. Meininger to approve the amendments to the City-wide RC2 with the Board-requested change regarding the retention of applications. The motion was seconded by Mr. Liberman and passed unanimously.
  - iv. Clerk of Council
    - A motion was made by Mrs. Meininger to approve the amendments to the Clerk of Council's RC2. The motion was seconded by Mr. Roark and passed unanimously.

- v. Benham's Grove Board members discussed the removal of the subcategory of time cards from the Benham's Grove RC2 as well as the Yankee Trace and Public Works RC2s. Time cards will now be maintained in the Finance Department.

  A motion was made by Mr. Liberman to approve the Benham's Grove media type changes but to remove "Time Cards" from the Benham's Grove, Yankee Trace and Public Works RC2s. The motion was seconded by Mrs. Meininger and passed unanimously.
- vi. Board members returned the discussion to the Finance Department RC2 requesting the retention for time cards and time sheets be amended from "Audited" to "3 years provided audited".

  A motion was made by Mrs. Meininger to change the retention requirement to 3 years provided audited on the Finance Department RC2. The motion was seconded by Mr. Liberman and passed unanimously.
- b. Mr. Liberman discussed ongoing research regarding what items should or should not be included when fulfilling a public records request for materials related to an ongoing police investigation. At this time, no procedural changes are being made.

# Adjournment

At 11:55 a.m., Mrs. Meininger made a motion for adjournment, Mr. Roark seconded the motion, and it passed unanimously.

The next meeting will be held on Wednesday, February 15, 2023 at 11:00 a.m. in the Kingseed Law Library.

Submitted By:		
Wayne Pavis	2/15/2023	
Approved – Chairperson	Date	