

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:
 - i. 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.

