

RECORDS COMMISSION MEETING

MINUTES

Centerville Municipal Building

Kingseed Law Library

February 15, 2023

In attendance were Commission members:

Wayne Davis
Tyler Roark
Scott Liberman

Also in attendance were Public Records Custodian Teri Davis and Police Records Specialist Brooke Cornett.

At 11:04 a.m., Mr. Davis called the meeting to order and took roll call.

Excuse Absent Members

A motion was made by Mr. Liberman to excuse Carolyn Meininger from the meeting. The motion was seconded by Mr. Roark and passed unanimously.

Minutes

A motion was made by Mr. Liberman to approve the minutes of August 17, 2022. The motion was seconded by Mr. Roark and passed unanimously.

Old Business – none.

New Business

- a. Mrs. Davis presented departmental requests for RC2 amendments as follows:
 - i. Police Department – Board members discussed a request to retain Field Interview Cards and Warning Tickets as Electronic. The Board requested the edit be changed to state *Paper File until converted to Electronic*.
A motion was made by Mr. Liberman to approve the amendments to the Police Department RC2 with the discussed changes. The motion was seconded by Mr. Roark and passed unanimously.
 - ii. Centerville Community Improvement Corporation (CCIC) – Board members discussed editing a new document category to say *Conflict of Interest Forms* deleting the reference to the *Whistleblower* form. The Board also recommended changing the format from *Electronic*, as requested, to *Paper File until converted to Electronic*.
A motion was made by Mr. Liberman to approve the amendments to the CCIC RC2 with the Board-requested changes regarding the document category and format. The motion was seconded by Mr. Roark and passed unanimously.
- b. Mr. Liberman discussed a Supreme Court decision which changes the requirements for fulfilling police report records requests. An internal meeting will be held to discuss any needed policy changes.

Adjournment

At 11:25 a.m., Mr. Liberman made a motion for adjournment, Mr. Roark seconded the motion, and it passed unanimously.

The next meeting will be held on Wednesday, August 16, 2023 at 11:00 a.m. in the Kingseed Law Library.

Submitted By: 

Wayne Davis
Approved – Chairperson

8/16/2023
Date