

DAYTON METRO LIBRARY

MINUTES OF THE DAYTON METRO LIBRARY RECORDS COMMISSION

Wednesday, October 19, 2011

Main Library Auditorium

CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Tim Kambitsch, Records Commission Chair. The following members of the Records Commission were present: William Gillispie, Barbara Hayde, Jeanne Holihan, Tim Kambitsch, Jane Katsuyama, Dennis Turner and Joseph Oehlers.

AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the agenda was approved by the Board.

Ayes: All
Nays: None

MINUTES

On a motion by Ms. Hayde, seconded by Ms. Holihan, the minutes of the October 21, 2009 meeting of the Records Commission were approved.

Ayes: All
Nays: None

REPORT FROM THE CHAIR

Tim Kambitsch, Records Commission Chair reported on records retention activities since the last meeting. He discussed the mandates, guidelines and requirements set forth for the Records Commission. He explained that there were no recommended changes to the policy and schedule procedures that were approved by the Board of Trustees, the Ohio Historical Society and the Attorney General's Office. He told Commission members that copies of disposal forms which had been approved by the Chair during 2011 were included in the Records Commission folders.

ONE TIME DISPOSITION OF PUBLIC RECORDS

The Chair told Records Commission members that no one time records disposal requests were recommended for approval throughout 2011. Mr. Gillispie asked if the policy applies to more recent communication media, such as Facebook. Mr. Kambitsch explained that these comments would not be a part of our official records unless they were printed and presented at an official gathering, such as the Board of Trustees Meeting. He also indicated that such comments would be limited to the printed comments, and any additional comments posted after that time would not be a part of the official record. Mr. Gillispie also asked if staff email applied, and Mr. Kambitsch indicated that email messages are not automatically an official record; the content of the email would dictate if it is a public record and how long it would be retained.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

NEXT MEETING

The next meeting of the Dayton Metro Library Records Commission will be held on Wednesday, October 17, 2012 at 4:00 p.m. in the Main Library Auditorium.

ADJOURNMENT – ACTION

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the meeting adjourned at 4:15 p.m.

Ayes: All
Nays: None