

DAYTON METRO LIBRARY

MINUTES OF THE DAYTON METRO LIBRARY RECORDS COMMISSION

Wednesday, October 17, 2012

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, Donna Childs and Dennis Turner.

AGENDA

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

Ayes: All  
Nays: None

MINUTES

On a motion by Mr. Gillispie, seconded by Ms. Merz, the minutes of the October 19, 2011 meeting of the Records Commission were approved.

Ayes: All  
Nays: None

RECORDS RETENTION POLICY

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 recommended changes to the policy and schedule procedures and indicated that copies of the revised policy and schedules were mailed to Records Commission members and included in the binders. He also indicated that the changes were recommended by the Ohio Historical Society. He mentioned that after Records Commission approval, the documents would be sent to the Ohio Historical Society and that they would have 6 weeks to review and either approve or recommend changes to the documents. If the historical society approves the changes, they will then forward the documents to the State Auditor's Office who will also have 6 weeks to review and either approve or recommend changes. The library will adopt the new policy when the signed documents are returned from the auditor.

### ONE TIME DISPOSITION OF PUBLIC RECORDS

The Chair told Records Commission members that no one time records disposal requests were recommended for approval throughout 2012.

### 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 16, 2013 at 4:00 p.m. in the Main Library Auditorium.

### ADJOURNMENT – ACTION

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

Ayes: All  
Nays: None