

DAYTON METRO LIBRARY

MINUTES OF THE DAYTON METRO LIBRARY RECORDS COMMISSION

Wednesday, October 18, 2017

Main Library Board Room

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: Tim Kambitsch, Barbara Hayde, Elaine Johnson, Carl Kennebrew, Margot Merz, and Arlinda Vaughn.

AGENDA

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

Ayes: All
Nays: None

MINUTES

On a motion by Ms. Merz, seconded by Ms. Johnson, the minutes of the October 19, 2016 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 explained the new policy, approved by the Auditor of the State of Ohio in March 2013, for the benefit of the Board members. He also discussed the mandates, guidelines and requirements set forth for the Records Commission.

RECORD RETENTION SCHEDULES

The Records Commission Chair explained that there were recommended changes to the schedule procedures and indicated that a list of changes the revised schedules were sent to Records Commission members ahead of the meeting and included in the binders.

On a motion by Ms. Hayde, seconded by Ms. Merz, the Records Commission approved the changes to the retention schedules.

Ayes: All
Nays: None

ONE TIME DISPOSITION OF PUBLIC RECORDS

The Chair told Records Commission members that no one time records disposal requests were recommended for approval throughout 2017.

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, 2018 at 4:00 p.m. at the Main Library.

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Johnson, the meeting adjourned at 4:18 p.m.

Ayes: All
Nays: None