

DAYTON METRO LIBRARY

MINUTES OF THE DAYTON METRO LIBRARY RECORDS COMMISSION

Wednesday, October 17, 2018

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, Glenn Bower, Barbara Hayde, Jeanne Holihan, Elaine Johnson, Carl Kennebrew, and Arlinda Vaughn.

AGENDA

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

Ayes: All
Nays: None

MINUTES

On a motion by Ms. Johnson, seconded by Mr. Kennebrew, the minutes of the October 18, 2017 meeting of the Records Commission were approved.

Ayes: All
Nays: None

RECORDS RETENTION POLICY

The Records Commission Chair explained that there were recommended changes to the records retention policy.

On a motion by Ms. Hayde, seconded by Mr. Bower, the Records Commission approved the changes to the records retention policy.

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 Mr. Kennebrew, seconded by Ms. Holihan, 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 2018.

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 21, 2020 at 4:00 p.m. at the Main Library.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Johnson, the meeting adjourned at 4:12 p.m.

Ayes: All
Nays: None