

DAYTON METRO LIBRARY

MINUTES OF THE DAYTON METRO LIBRARY RECORDS COMMISSION

Wednesday, October 16, 2019

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, and Margot Merz.

AGENDA

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

Ayes: All
Nays: None

MINUTES

On a motion by Ms. Johnson, seconded by Mr. Merz, the minutes of the October 17, 2018 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 also discussed the mandates, guidelines and requirements set forth for the Records Commission.

RECORD RETENTION SCHEDULES

The Records Commission Chair explained that the revised retention schedules that were approved by the Commission at the 2018 meeting were sent to and approved by the Auditor of the State of Ohio in November 2018. No other revisions were recommended at this time.

ONE TIME DISPOSITION OF PUBLIC RECORDS

The Chair told Records Commission members that no one time records disposal requests were recommended for approval throughout 2019.

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. Merz, seconded by Ms. Hayde, the meeting adjourned at 4:08 p.m.

Ayes: All
Nays: None