



Public Records Commission  
Regular Meeting Minutes  
November 17, 2020 4:30 pm

**Call to Order:**

Mayor Spalding called the meeting to order at 4:32 pm.

**Roll Call:**

- a. Sloan Spalding, Mayor, Chair – present
- b. Mitch Banchefsky, Law Director, Vice Chair – tele-present
- c. Bethany Staats, Finance Director, Secretary – tele-present
- d. Glenn Redick, Resident Member - present

City staff present: Jennifer Mason, Clerk, Lauren Johnson (Police Dept.), Pam Hickok, Zoning Officer (Development Dept.), Malinda Yarnell, Administrative Assistant (Public Service Dept.)

**Minutes of Last Meeting:**

Chair Spalding moved to approve the July 21, 2020 meeting minutes. Vice Chair Banchefsky seconded, and all voted in favor to approve the July 21, 2020 meeting minutes.

**Old Business:**

None.

**New Business:**

**Public Service Department: Malinda Yarnell**

Ms. Yarnell reviewed the RC-3 items with the commission and noted they all included paper formats. Mayor Spalding asked and Ms. Yarnell confirmed that all of these items were on the Public Service Departments Retention Schedule. The department still kept quite a few paper records. Electronic Work Orders began on July 1, 2020.

Chair Spalding moved to approve the RC-3 form as submitted. Secretary Staats seconded and all voted in favor to approve the RC-3 form.

**Police Department: Lauren Johnson**

Ms. Johnson reviewed the RC-2 items with the commission. She stated that the tow log was needed for five years. The drone was new and its log would be kept until it was no longer utilized. It had so far been used at one accident scene and for practice.

Ms. Johnson explained that the RC-3 items were things that needed to be destroyed in 2020. The LEADS items from 2016 and 2017 would be shredded at the Police Department.

Secretary Staats asked and Ms. Johnson replied that the drone paper log was kept with the drone. She didn't know why it was paper and not electronic, but would ask the sergeants and get back to the commission. Vice Chair Banchefsky asked and Ms. Johnson answered that the lethality phone log was related to dispatching. The dispatchers kept that record.

Chair Spalding moved to approve the RC-2 form. Vice Chair Banchefsky seconded and all voted in favor to approve the RC-2 form.

Chair Spalding moved to approve the RC-3 form. Vice Chair Banchefsky seconded and all to approve the RC-3 form.

**Development Department: Pam Hickok**

Ms. Hickok reviewed the RC-2 items with the commission. She explained that the Development Department had new software and was adding it into the retention schedule. They were including multiple record formats - covering all options, until they knew how it would go. All prior records on cassettes and CDs had been converted to a fully digital format. The cassettes and CDs had been destroyed. She thought these additions to the schedule would handle everything. She would update the RC-2 when the department had a better handle on the new software.

Mayor Spalding moved to approve the RC-2 form. Mr. Redick seconded and all voted in to approve the RC-3 form.


**Next Meeting:**

The commission members agreed to set the next meeting for May 4, 2021 at 4:30 pm.

**Adjournment:**

Chair Spalding moved to adjourn the meeting. Mr. Redick seconded and all voted to adjourn the meeting at 4:44 p.m.

  
Sloan Spalding, Chair

  
Bethany Staats, Secretary

5/4/21  
Date