



Public Records Commission
Meeting Minutes

November 8, 2017 4:30 pm Village Hall

Call to Order:

Chair Spalding called the meeting to order at 4:37 pm.

Roll Call:

- a. Sloan Spalding, Council, Chair – present
- b. Mitch Banchefsky, City Attorney - present
- c. Bethany Staats, Finance Director - present
- d. Glenn Redick, Resident Member - present
- e. Jennifer Mason, Clerk of Council, Recorder – present

City staff present were: Penny Winters (Mayor's Court).

Minutes of Last Meeting:

Glenn Redick noted that the minutes stated that the PRC would meet on November 7th, however, the meeting date was moved to November 8th. Clerk Mason agreed to make a Recorder's note on the minutes to reflect the change. Mitch Banchefsky moved to approve the May 24, 2017 meeting minutes as amended. Chair Spalding seconded, and all present voted in favor to approve the minutes as amended with the Recorder's note.

Old Business:

None.

New Business:

Mayor's Court: Penny Winters

RC-3 Certificate of Records Disposal

Penny Winters reviewed the RC-3 items with the Commission. She told the PRC that she had to wait seven years to destroy criminal, traffic, OVI records, and voided tickets, so the 2009 records qualified. She had to wait ten years to destroy probation records, so she was submitting the 2006 records for approval. The PRC discussed going paperless at some point. Chair Spalding noted that electronic tickets were not far off. Penny Winters explained that all she had to do now was notify Fireproof by

email indicating which boxes could be shredded and she would receive back a Certificate of Destruction.

Chair Spalding asked if the Commission Members had any further questions. Hearing no questions, Chair Spalding moved to approve the destruction of the listed records. Glenn Redick seconded, and all present voted in favor to approve the motion.

Finance Department: Bethany Staats

RC-3 Certificate of Records Disposal

Bethany Staats described the documents listed on the Finance Department's RC-3 form. She told the PRC that all of the paper files to be destroyed had been audited and many were past their date by which they could be shredded pursuant to the public records schedule. The PRC discussed the benefit of destroying records according to the schedule as opposed to holding on to them for longer. Chair Spalding asked and Bethany Staats confirmed that none of the records were the subject of an on-going audit. The city was audited and cleared through 2016.

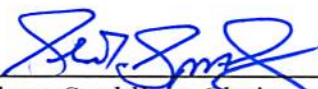
Chair Spalding asked if Commission Members had any further questions. Hearing no questions, Mitch Banchefsky moved to approve the destruction of the listed records. Glenn Redick seconded and all present voted in favor to approve the motion.


Next Meeting:

The commission members previously agreed under item 2(d) of the agenda to set the next meeting for May 1, 2018 at 4:30 p.m.

Adjournment:

Bethany Staats made a motion to adjourn the meeting. Mitch Banchefsky seconded and the meeting was adjourned at 4:51 p.m.


Sloan Spalding, Chair


Jennifer Mason, Secretary/Recorder

5/1/18
Date