



## Public Records Commission Agenda

November 16, 2021 4:30 pm

Village Hall, 99 W. Main Street, New Albany, Ohio 43054

Viewing only: <https://us02web.zoom.us/j/82045556341>

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1. Roll Call

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

2. Approval of Minutes of Last Meeting:

May 4, 2021 Meeting Minutes

3. Old Business:

4. New Business:

Police Department: Anita Ward

RC-1 One Time Disposal of Obsolete Records

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ In favor \_\_\_\_\_ Opposed \_\_\_\_\_

RC-3 Certificate of Records Disposal

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ In favor \_\_\_\_\_ Opposed \_\_\_\_\_

Development Department: Pam Hickok

RC-2 Records Retention Schedule

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ In favor \_\_\_\_\_ Opposed \_\_\_\_\_

RC-3 Certificate of Records Disposal

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ In favor \_\_\_\_\_ Opposed \_\_\_\_\_

Finance Department: Bethany Staats

RC-2 Records Retention Schedule

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ In favor \_\_\_\_\_ Opposed \_\_\_\_\_

City Council: Jennifer Mason

RC-2 Records Retention Schedule

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ In favor \_\_\_\_\_ Opposed \_\_\_\_\_

5. Set next meeting: \_\_\_\_\_

6. Adjourn: Moved \_\_\_\_\_ Seconded \_\_\_\_\_