



Public Records Commission

Meeting Agenda

November 6, 2018 4:30 pm Village Hall

1. Roll Call

- a. Sloan Spalding, Mayor, Chair _____
- b. Mitch Banchefsky, City Attorney _____
- c. Bethany Staats, Finance Director _____
- d. Jennifer Mason, Clerk of Council, Recorder _____

2. Approval of Minutes of Last Meeting:

May 1, 2018 Minutes

3. Old Business:

4. New Business:

Police Department:

RC-1 One-Time Disposal of Obsolete Records

Moved _____ Seconded _____ In favor _____ Opposed _____

RC-2 Records Retention Schedule

Moved _____ Seconded _____ In favor _____ Opposed _____

RC-3 Certificate of Records Disposal

Moved _____ Seconded _____ In favor _____ Opposed _____

5. Set next meeting: _____

6. Adjourn:

Moved _____ Seconded _____