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 _____