



Public Records Commission
Meeting Agenda
May 1, 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. Glenn Redick, Resident Member _____
- e. Jennifer Mason, Clerk of Council, Recorder _____

2. Annual Organizational Meeting:

- a. Confirm Chair (Mayor or Mayor's Representative)
- b. Elect Vice-Chair
- c. Elect Secretary
- d. Establish date, time, and location for 2017 meetings

3. Approval of Minutes of Last Meeting:

November 8, 2017 Minutes

4. Old Business:

5. New Business:

Police Department: Anita Mercer/Lauren Grandy

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 _____

6. Set next meeting: _____

7. Adjourn:

Moved _____ Seconded _____