



## Public Records Commission Agenda

May 2, 2023 4:30 pm

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

Viewing only: <https://us02web.zoom.us/j/87315803250>

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1. Roll Call

- a. Sloan Spalding, Mayor, Chair \_\_\_\_\_
- b. Ben Albrecht, Law Director \_\_\_\_\_
- c. Bethany Staats, Finance Director \_\_\_\_\_
- d. Glenn Redick, Resident Member \_\_\_\_\_

2. Annual Organizational Meeting:

- a. Elect Chairperson
- b. Elect Vice-Chairperson
- c. Elect Secretary
- d. Establish date, time, and location for 2023 meetings

*\*Standard Rules of Procedure for New Albany Boards and Commissions states attendance of all current serving members of the Commission/ Board is encouraged, and three consecutive absences by any member or four absences in any year shall be considered a forfeiture of the membership to the Commission/ Board. The forfeiture would occur regardless of the reason for the absences. Attendance would be defined as presence during the hearing and consideration of all applications before that Commission/ Board at that meeting. The chairperson would then notify the Clerk of Council so that she can inform Council that a new appointment needs to be made.*

3. Approval of Minutes of Last Meeting:

May 3, 2022 Meeting Minutes

4. Old Business:

5. New Business:

Finance Department: Megan Thomas

RC-2 Records Retention Schedule

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

Police Department: Katie Van Order

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 \_\_\_\_\_