Public Records Commission
Meeting Agenda
May 21, 2019    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. 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 2019 meetings

3. Approval of Minutes of Last Meeting:
   November 8, 2018 Minutes

4. Old Business:

5. New Business:

   Mayor’s Court: Penny Winters

   RC-3 Certificate of Records Disposal
   Moved _____    Seconded _____    In favor _____    Opposed _____

   Public Service: Malinda Yarnell

   RC-3 Certificate of Records Disposal
   Moved _____    Seconded _____    In favor _____    Opposed _____

   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 _____