



Public Records Commission  
 Meeting Agenda  
 May 21, 2019 4:30 pm Village Hall

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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 \_\_\_\_\_