



Public Records Commission
Organizational and Regular Meeting Agenda

May 4, 2021 4:30 pm

PER STATE-WIDE EMERGENCY, NO IN-PERSON ATTENDANCE IS PERMITTED

Join this meeting from your computer, tablet or smartphone.

<https://us02web.zoom.us/j/85019015676>

Or dial in using your phone: 1 (312) 626 6799

Access Code: 850 1901 5676

1. Roll Call

- a. Sloan Spalding, Mayor, Chair _____
- b. Mitch Banchefsky, City Attorney, Vice Chair _____
- c. Bethany Staats, Finance Director, Secretary _____
- d. Glenn Redick, Resident Member _____
- e. Jennifer Mason, Clerk of Council, Recorder _____

2. Annual Organizational Meeting:

- a. Elect Chairperson
- b. Elect Vice-Chairperson
- c. Elect Secretary
- d. Establish date, time, and location for 2020 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:

November 17, 2020 Minutes

4. Old Business:

5. New Business:

Public Service Department: Malinda Yarnell

RC-3 Certificate of Records Disposal

Moved _____ Seconded _____ In favor _____ Opposed _____

Police Department: Lauren Johnson

RC-2 Records Retention Schedule

Moved _____ Seconded _____ In favor _____ Opposed _____

RC-3 Certificate of Records Disposal

Moved _____ Seconded _____ In favor _____ Opposed _____

City Council: Jennifer Mason

RC-3 Certificate of Records Disposal

Moved _____ Seconded _____ In favor _____ Opposed _____

6. Set next meeting: _____

7. Adjourn: Moved _____ Seconded _____