



Public Records Commission Agenda

May 7, 2024 4:30 pm

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

Viewing only: <https://us02web.zoom.us/j/88258091049>

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 2024 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 2, 2023 Meeting Minutes

4. Old Business:

5. New Business:

Police Department: Laura White

RC-2 Records Retention Schedule

Moved _____ Seconded _____ In favor _____ Opposed _____

Police Department: Laura White

RC-3 Certificate of Records Disposal

Moved _____ Seconded _____ In favor _____ Opposed _____

Administration: Jennifer Mason and Alicia McGovern

RC-2 Records Retention Schedule

Moved _____ Seconded _____ In favor _____ Opposed _____

City Council: Jennifer Mason

RC-1 One-Time Disposal

Moved _____ Seconded _____ In favor _____ Opposed _____

City Council: Jennifer Mason

RC-2 Records Retention Schedule

Moved _____ Seconded _____ In favor _____ Opposed _____

6. Set next meeting: _____

7. Adjourn: Moved _____ Seconded _____