



Public Records Commission
Meeting Minutes

November 6, 2018 4:30 pm Village Hall

Call to Order:

Chair Spalding called the meeting to order at 4:30 pm.

Roll Call:

- a. Sloan Spalding, Council, Chair – present
- b. Mitch Banchefsky, City Attorney - present
- c. Bethany Staats, Finance Director – arrived after start of meeting
- d. TBD, Resident Member - absent

City staff present: Jennifer Mason, Clerk, Lauren Johnson (Police Dept.)

Minutes of Last Meeting:

Chair Spalding moved to approve the May 1, 2018 meeting minutes. Mitch Banchefsky seconded, and all present voted in favor to approve the minutes.

Old Business:

None.

New Business:

Police Department: Lauren Johnson

RC-1 One-Time Disposal of Obsolete Records

Lauren Johnson reviewed the records on the RC-1 form. Mayor Spalding asked and Ms. Johnson replied that the CAD/RMS back-ups listed were in tape format. The police department had newer software that did not use tapes for backing up. Mitch Banchefsky asked and Ms. Johnson replied that they stopped using the old system in 2017. She was not sure how far back the tapes were dated or whether the police department could even access them anymore. The information on the tapes was still available on CAD and Badge software, these were only back-ups. Mitch Banchefsky asked and Ms. Johnson answered that these tapes did not contain any cruiser recordings, which were kept on servers. Mitch Banchefsky asked and Ms. Johnson answered that these tapes were not on any retention schedule. They were found in a pile. Chair Spalding asked if the Commission Members had any further

questions. Hearing none, Mitch Banchefsky moved to approve the destruction of the records on the RC-1 form. Bethany Staats seconded, and all present voted in favor to approve the motion.

RC-2 Records Retention Schedule

Lauren Johnson reviewed the documents listed on the RC-2 forms with the commission. She explained that the Confidential Reports and Confidential Informant Packet contained information detectives gathered that they needed a record of, but would not enter into the system as public information. For example, the name of a dealer they were investigating. The In-Custody Injury or Illness Reports might describe, as an example, treating a person in custody with Narcan for an overdose.

Ms. Johnson said that item 18-221 belonged on the RC-1 form. She asked that it be removed. The Police Department would re-submit that at the next Public Records Commission meeting.

Chair Spalding asked if the Commission Members had any further questions. Hearing no questions, Chair Spalding moved to approve the destruction of the listed records, modifying the list remove item 18-221 Confidential Informant Questionnaire (159) 2012. Bethany Finance Director Bethan Staats seconded, and all present voted in favor to approve the destruction of the listed records as modified.

RC-3 Certificate of Records Disposal

Lauren Johnson reviewed the forms to be destroyed with the commission. All documents met the requirements of the approved records retention schedule. Chair Spalding asked if the Commission Members had any questions. Hearing none, Chair Spalding moved to approve the destruction of the listed records. Mitch Banchefsky seconded, and all present voted in favor to approve the motion.

Next Meeting:

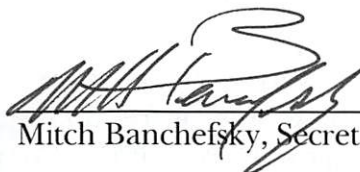
The next meeting was scheduled for Tuesday, May 7, 2019.

Adjournment:

Bethany Staats made a motion to adjourn the meeting, which was seconded by Mitch Banchefsky at 4:45 p.m.



Sloan Spalding, Chair



Mitch Banchefsky, Secretary

21 May 19
Date