



Public Records Commission  
Meeting Minutes  
May 24, 2017 4:30 pm Village Hall

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**Call to Order:**

Chair Spalding called the meeting to order at 4:37 pm.

**Roll Call:**

- a. Sloan Spalding, Council, Chair – present
- b. Mitch Banchefsky, City Attorney - present
- c. Vicki McKinney, Acting Finance Director - present
- d. Glenn Redick, Resident Member - present
- e. Jennifer Mason, Clerk of Council, Recorder – present

City staff present were: Malinda Yarnell (Public Service Dept.), and Kylie Pearson and Anita Mercer (Police Dept.).

**Annual Organizational Meeting:**

Confirm Chair – Mayor Sloan Spalding was confirmed as Chair per city code.

Elect Vice Chair – Chair Spalding moved to name Glenn Redick as Vice Chair. Law Director Mitch Banchefsky seconded and all voted in favor of naming Glenn Redick as Vice Chair.

Elect Secretary – Chair Spalding moved to name Jennifer Mason as Secretary. Vice Chair Redick seconded and all voted in favor of naming Jennifer Mason as Secretary.

Establish date, time, and location for 2017 meetings – Chair Spalding motioned to set the second 2017 meeting on November 7, 2017 at 4:30 p.m. Vice Chair Redick seconded, and all voted in favor of setting the next meeting for November 7, 2017 at 4:30 p.m.

**Minutes of Last Meeting:**

Chair Spalding moved to approve the May 17, 2016 meeting minutes. Mitch Banchefsky seconded, and all present voted in favor to approve the minutes.

**Old Business:**

None.

**New Business:**

**Public Service Department: Malinda Yarnell**

**RC-3 Certificate of Records Disposal**

Malinda Yarnell described the documents listed on the Public Service Department's RC-3 forms. Chair Spalding asked if 2016 Purchase Order forms were being kept in paper format. Vicki McKinney answered that they were only being kept in electronic format which was found compliant with the audit department. Chair Spalding confirmed with Malinda Yarnell that the SVC-16 schedule numbers were accurate. She confirmed the records were properly noted on the Service Department's public records schedule approved last year and computer records were being retained.

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. Mitch Banchefsky seconded, and all present voted in favor to approve the motion.

**Police Department: Anita Mercer/Kylie Pearson**

**RC-2 Records Retention Schedule**

Anita Mercer reviewed with the Commission the documents listed on the Police Department's RC-2 form. She stated that the Police Department had started keeping a log of when the city bus drivers picked up and returned the bus keys. The Junk Vehicle Affidavits were approved by the Police Department allowing the towing company to take ownership of a vehicle after it had been in the towing company's yard for 30+ days. Chair Spalding asked and Ms. Mercer confirmed that those records were maintained for 6 years.

Chair Spalding asked if the Commission Members had any further questions. Hearing no questions, Chair Spalding moved to approve the Records Retention Schedule. Vice Chair Redick seconded, and all present voted in favor to approve the motion.

**RC-3 Certificate of Records Disposal**

Anita Mercer reviewed with the Commission the documents listed on the Police Department's RC-3 form. She noted that the documents proposed to be destroyed coincided with the Police Departments RC-2 schedule. The Commission and Ms. Mercer discussed how paper and digital documents were addressed separately in the schedule, how paper was usually destroyed before a digital document, and how record keeping was trending to digital-only in some cases.

Chair Spalding asked if Commission Members had any further questions. Hearing no questions, 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 commission members previously agreed under item 2(d) of the agenda to set the next meeting for November 7, 2017\* at 4:30 p.m.

*\*Recorder's note – the meeting was rescheduled to November 8, 2017 by the PRC.*

**Adjournment:**

Chair Spalding made a motion to adjourn the meeting. Mitch Banchefsky seconded and the meeting was adjourned at 4:53 p.m.

  
Sloan Spalding, Chair

  
Jennifer Mason, Secretary/Recorder

08/nov/17  
Date