



Public Records Commission
Organizational and Regular Meeting Agenda

November 17, 2020 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/86012429771>

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

Access Code: 860 1242 9771

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. Approval of Minutes of Last Meeting:

July 21, 2020 Minutes

3. Old Business:

4. New Business:

Public Service Department: Malinda Yarnell

RC-2 Records Retention Schedule

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 _____

Development Department: Pam Hickok

RC-2 Records Retention Schedule

Moved _____ Seconded _____ In favor _____ Opposed _____

5. Set next meeting: _____

6. Adjourn:

Moved _____ Seconded _____