



RECORDS COMMISSION MEETING AGENDA

Tuesday, July 25, 2023 at 2:00 PM

15 East Franklin Street Bellbrook, Ohio 45305

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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF THE MINUTES**
 - A.** Approval of the December 19, 2022 meeting minutes.
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
- 6. OPEN DISCUSSION**
- 7. ADJOURNMENT**

RECORD OF PROCEEDINGS

Bellbrook Records Commission
December 19, 2022

Item A. Section 3, Item

CALL THE MEETING ORDER:

Mayor Schweller called the meeting of the Bellbrook Records Commission to order at 3:00pm

ROLL CALL:

PRESENT:

Mayor Schweller

Mr. McHugh

Mr. Schommer

ALSO PRESENT:

Melissa Jones

APPROVAL OF MINUTES:

Mayor Schweller asked if any member had comments or corrections to the minutes of the June 21, 2022 meeting. Hearing none, the minutes were declared approved.

OLD BUSINESS:

None

NEW BUSINESS:

Appointment of Commission Member:

Mr. Schommer introduced Melissa Jones, a resident and citizen of Bellbrook. Ms. Jones is also the Finance/HR Administrator for the City. He noted Mr. McHugh reviewed and agreed her appointment is appropriate considering she is a resident as required.

Motion to appoint Melissa Jones to the Records Commission

Motion made by Mr. McHugh, Seconded by Mr. Schommer

On the call of all in favor, unanimous Yeas

Motion Carried.

Review and Approval of RC-2

Mr. Schommer provided the updated and recommended RC2 schedules. He noted the main changes were names for positions and addition and clarification of a few records for finance and police.

Motion to approve RC-2 Schedule of Records Retention

Motion made by Mr. McHugh, Seconded my Ms. Jones

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On the call of all in favor, unanimous Yeas
Motion Carried.

Review of Public Records Policy:

Mr. Schommer noted it would be diligent to have the recent review of the policy approved by the commission.

Mr. McHugh noted the policy was current and adequately covered the required practices regarding public records handling.

Motion to approve the Public Records Policy.

Motion made by Mr. Schommer, Seconded by Mayor Schweller.

On the call of all in favor, unanimous Yeas

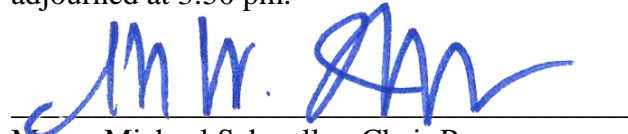
Motion Carried.

OPEN DISCUSSION:

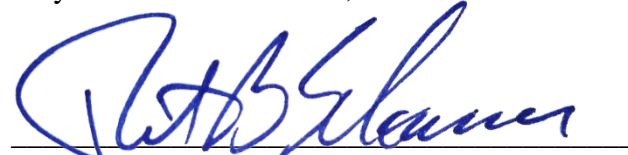
Mr. McHugh lead a discussion about the process of applying the RC-2 to City records, following up with the RC-3 submittal for approval for destruction of records. Mr. Schommer noted he hopes to have the RC-3 requests brought to the next meeting.

ADJOURNMENT:

With no further business coming before the Commission, Mayor Schweller declared the meeting adjourned at 3:50 pm.



Mayor Michael Schweller, Chair Person



Rob Schommer, Clerk of Council