



**MINUTES  
RECORDS COMMISSION  
Tuesday, DECEMBER 17, 2002**

A meeting of the Village of Powell Records Commission was held on December 17, 2002, and called to order at 6:30 p.m. by Chairman Keith Shumate. Other members present were Ken Molnar, Director of Law, and Stephen A. Lutz, City Manager. Nan Metz, Finance Director, was absent. Also present was Dawn Nauman, Secretary to the Records Commission.

**Adoption of Records Retention Schedule**

The Commission held a brief discussion regarding the proposed amendment to the Records Retention Schedule. Chairman Shumate commented that so many of the records are actually paper documents. Dawn Nauman, Secretary to the Records Commission said that it is a goal of hers to try to come up with some electronic media solutions for the City offices.

**MOTION: Mr. Molnar moved to adopt the Records Retention Schedule as printed. Mr. Lutz seconded the motion. The motion was unanimously approved.**

**Other Commission Business**

There was none.

**Adjournment**

The Commission adjourned at 6:45 p.m.

**Date minutes approved:**

\_\_\_\_\_  
Keith Shumate  
Records Commission

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Date