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RECORDS COMMISSION
MEETING MINUTES
August 30, 2007
9:00 a.m.
Village Green, 47 Hall Street

Attendance: Debra Miller, Gene Hollins, George Kannapel, Susie Ross.

CALL TO ORDER

PROPOSED RETENTION SCHEDULE REVISIONS

Susie Ross informed the Commission the Records Retention Schedule has been revised to address several items:

- Duplicate records with different names
- Records that are logically grouped together but have different retention periods
- Records that are repeated throughout the schedule but should be listed under "General" or the actual department responsible for the records
- Records that are repeated throughout the schedule and have different retention periods

Mr. Hollins moved to approve the revisions to the Record Retention Schedule as set forth in form RC-2 presented to the Commission. Mr. Kannapel seconded the motion. The motion carried.

DRAFT PUBLIC RECORDS POLICY & FORM REVISIONS

Ms. Ross said the draft Public Records Policy before the Commission was written by Downes, Hurst and Fischel, the City's Labor Counsel. She said in order to comply with the new Public Record Law, Council will be required to adopt the policy and it will need to be included in the Employee Handbook for City staff. She suggested the City delete the section requiring payment for envelopes for mailing of public records. The members of the Commission agreed.

Ms. Ross said the Public Records Request form was updated and a new Denial or Redaction form was created to record and document when records are not issued. Ms. Miller suggested an addition to the form stating "Return to Clerk" at the bottom of the form. Mr. Hollins said it could be requested that Staff consult the clerk when declining records but a written request is not required, so it may not be necessary. Ms. Ross said she completes forms stating she provided records to an unknown person and keeps it on file when the person does not want to complete the form.

Mr. Hollins moved to recommend approval of the sample Public Records Policy to Council and to approve the Public Records Request and Notice of Denial or Redaction Forms. Mr. Kannapel seconded the motion. The motion carried.

OTHER COMMISSION BUSINESS

Mr. Kannapel suggested the City implement a universal numbering system for forms to aid in the records retention process. Ms. Ross said she would investigate it and bring information to the next meeting.

ADJOURNMENT

Having no further business to come before the Committee, the meeting was adjourned at 9:25 a.m.