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**RECORDS COMMISSION
MEETING MINUTES**

May 28, 2009

9:30 a.m.

Village Green, 47 Hall Street

Attendance:

Debra Miller, Gene Hollins, Susie Ross, Steve Lutz, Jeff Robinson, and Eric Fischer. George Kannapel was absent.

I. PROPOSED RETENTION SCHEDULE REVISIONS FOR 2009

Ms. Ross said this item was discussed at the last meeting and was continued to this meeting so the Law Director and Staff could work on wording for the General Section: Electronic Mail and Electronic Material. Mr. Hollins reviewed the discussion from the last meeting. He read the suggested copy (attachment) and discussed the reasoning behind a change to this portion of the schedule. Mr. Fischer said he will request a change to the Fee Schedule to so and deposit and actual costs could be assessed to the person requesting retrieval of the electronic "ghost" of records.

Mr. Lutz moved that the proposed retention schedule be approved. Mr. Fischer seconded the motion. The motion was approved.

II. OTHER COMMISSION BUSINESS

Ms. Miller said in June the Finance Department will review records and prepare them for disposal. She asked that a shred day be scheduled in mid-July. Ms. Ross said she will schedule the shredding for the first week in August so all departments would have until the end of June to forward a list of their items for destruction.

III. ADJOURNMENT

Having no further business to come before the Committee, the meeting was adjourned at 10:15 a.m. The next meeting will be scheduled in October.