

**RECORDS RETENTION COMMISSION MEETING**

June 11, 2019

Delaware County Commissioner's Hearing Room

Commissioner Andy Appelfeller called the meeting to order at 2:20 pm. Committee members present included Gary Merrell, and Teresa Bemiller with Andy Appelfeller presiding. Also, in attendance were Director Jenna Hicks and Cheryl Corbin, Fiscal Administrator

**Approval of Minutes**

Commissioner Bemiller made a motion to approve the Records Retention Commission Meeting minutes from April 12, 2016, seconded by Commissioner Merrell.

**Motion Carried.**

**Approval of current Destroyed Records Inventory**

Commissioner Merrell moved, seconded by Commissioner Bemiller to approve the Destroyed Records Inventory list for the years 2009 – 2013.

**Motion Carried.**

**Review and Approval of Revised RC-2**

Ms. Corbin explained that Ms. Hicks and I reviewed the current schedule, based on what records were kept from former staff. As Ms. Hicks and I have condensed three staff positions to two, and programming has changed over that time period, we felt it was necessary to revise the schedule based on what records are created and kept at this point.

Commissioner Bemiller moved, seconded by Commissioner Merrell to approve the revised RC-2 Records Retention Schedule.

**Motion Carried.**

**ADJOURNMENT**

Commissioner Merrell moved, seconded by Commissioner Bemiller to Adjourn.

**Motion carried.**

Meeting was adjourned.

Respectfully submitted,

Cheryl Corbin/DKMM

\_\_\_\_\_  
Andy Appelfeller, Chairperson

\_\_\_\_\_  
Date