

RECORDS RETENTION COMMISSION MEETING

March 14, 2023, Immediately following Board Meeting
Knox County Service Center, 117 E. High Street, Suite 251, Mt. Vernon

Records Retention Chairman Teresa Bemiller called the meeting to order at 2:25 pm. Board members also present included Gary Merrell, Andy Appelfeller, and Tim Abraham. Also in attendance were Director Jenna Hicks, and Fiscal Administrator Cheryl Corbin.

Commissioner Merrell made a motion to approve the Records Retention Commission Meeting minutes from June 09, 2020, Commissioner Appelfeller seconded the motion.

Motion carried.

Approval of current Destroyed Records Inventory

Ms. Corbin presented the Destroyed Records Inventory stating that with the upcoming move staff have been reviewing all documents that can be destroyed according to the schedule. Ms. Corbin requested that a meeting following the June Board meeting be scheduled in order to review a revised RC-2 schedule. Some documents that were found during the review are not listed on the schedule, but really should be (Feasibility Study for example).

Commissioner Appelfeller moved, seconded by Commissioner Abraham to approve the Destroyed Records Inventory as presented.

Motion carried.

Records Retention Designee and Custodian

Ms. Corbin requested stated that it had been a few years since the Commission acted on a Designee and Custodian for DKMM records retention, and that in order to find it easily in the minutes if asked, it may be a good idea to do so again.

Commissioner Merrell moved, seconded by Commissioner Appelfeller to appoint Cheryl Corbin, Fiscal Administrator as the Records Retention Designee and Records Custodian.

Motion carried.

ADJOURNMENT

Commissioner Abraham moved, seconded by Commissioner Appelfeller to Adjourn.

Motion carried meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Cheryl Corbin/DKMM


Teresa Bemiller, Chairperson

9/12/23
Date