

**RECORDS COMMISSION
MOTION SUMMARY
November 19, 2018**

ITEM 1. Roll Call

Chairman Homan called the meeting to order at 4:09 p.m.

Members Present: Michele Kohler, Dean Stelzer, Finance Director, Darren Shulman, City Attorney, and Tom Homan, City Manager

ITEM 2. Approval of the Motion Summary for the meeting held July 25, 2018, 2017, as recorded and transcribed.

Motion: Ms. Kohler moved to approve the Motion Summary from July 25, 2018, seconded by Mr. Shulman. Motion approved by a 4-0 vote.

ITEM 3. Review of Two Proposed Changes to the Current Schedules of Retention and Disposition for Police Department

Mr. Shulman discussed that the police has an active records retention schedule that is often reviewed and amended. The first is for new schedules that they are proposing and do not have a current retention policy. The second group of items are for revisions. Mr. Homan discussed the Disciplinary Internal Investigation log. A discussion was held on if three years is long enough. Mr. Stelzer discussed the citizen right to know and internal investigations with the police department. It was decided to hold this item for more information. Ms. Kohler discussed where the file for Employee Clothing and Equipment is located. She discussed that if the records is kept at DAS it would be scanned and not a paper file. Mr. Shulman recommended to wait for approval on items 2, 3, and 4 to allow for more clarification.

Motion: Mr. Shulman motioned to remove proposed changes 2, 3, and 4 presented in the retention schedule to allow for more information, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

Motion: Mr. Stelzer motioned to approve the retention schedule as amended, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

ITEM 4. Member Comments

ITEM 5. Next Meeting Date: To Be Established

It was discussed having a meeting prior to the records destruction date around April or May.

ITEM 8. Adjournment

Motion: Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 4:19 p.m.



Chairman



Elaine McCloskey, Clerk