

Records Commission
June 5, 2024 @ 10:00 a.m.

Tammy Meyer called the meeting to order.

Roll Call: Mayor Tammy Meyer (chair), Fiscal Officer Maryann Fabian, Marty Fergus, Solicitor Michele Stuck, Solicitor Bill Mason

Others Present: Councilmember Nina Schroeder (clerk), Mark Fabian, Scott Adams

- ❖ March 20 minutes were read, and Maryann moved to approve; Marty seconded; all voted in favor.

New Business:

- ❖ Action Items
 - The storage room at the service garage is complete; boxes will be ordered, stored, and marked for future disposal. (*Tammy*)
- ❖ Recommendations:
 - Tammy provided form RC-3; the proposal of records for destruction was reviewed; including but not limited to 88 boxes pulled from the service garage and transient emails and correspondence from the accounts of the mayor and fiscal officer.
- ❖ Marty moved to approve form RC-3 and the disposal of proposed records; Michele seconded; all voted in favor.
 - Because of the large quantity of records to dispose, Tammy requested permission to obtain bids for commercial shredding
- ❖ Maryann moved to approve; Marty seconded; all voted in favor.

Tammy moved to adjourn at 10:02 a.m.; Michele seconded; all voted in favor.