

Records Commission
April 2nd 2025 @ 10:00 a.m.

Tammy Meyer called the meeting to order.

Roll Call: Mayor Tammy Meyer (chair), Fiscal Officer Maryann Fabian, Marty Fergus, Solicitor Bill Mason, Administrative Assistant Rachel Sullivan

Citizens: none present

Minutes accepted from November 6th 2024 meeting. Tammy asked for a motion to approve. Maryann made a motion. Bill second. All ayes.

Old Business:

- ❖ Portage County looked at the water records
- ❖ Police Dept working on scanning in documents
- ❖ Records room is ready
- ❖ Discussion of shredding and whether to provide to citizens

New Business:

- ❖ Discussed record retention- Do we need to save social media activity, body cam footage, texts and emails, etc. and screen shot?

Tammy asked for a motion to adjourn at 10:08 a.m.; Marty made the motion and Maryann second; all ayes.

Next meeting September 3rd 2025.