

DAYTON METRO LIBRARY

MINUTES OF THE DAYTON METRO LIBRARY RECORDS COMMISSION

Wednesday, October 20, 2010

Main Library Auditorium

CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Tim Kambitsch, Records Commission Chair. The following members of the Records Commission were present: William Gillispie, Barbara Hayde, Jeanne Holihan, Tim Kambitsch, Jane Katsuyama, Margot Merz, and Joseph Oehlers.

AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the agenda was approved by the Board.

Ayes: All  
Nays: None

MINUTES

On a motion by Mr. Oehlers, seconded by Ms. Merz, the minutes of the October 21, 2009 meeting of the Records Commission were approved.

Ayes: All  
Nays: None

Mr. Turner entered the meeting at 4:06 p.m.

REPORT FROM THE CHAIR

Tim Kambitsch, Records Commission Chair reported on records retention activities since the last meeting. He discussed the mandates, guidelines and requirements set forth for the Records Commission. He explained that there were no recommended changes to the policy and schedule procedures that were approved by the Board of Trustees, the Ohio Historical Society and the Attorney General's Office. He told Commission members that copies of disposal forms which had been approved by the Chair during 2010 were included in the Records Commission folders.

### ONE TIME DISPOSITION OF PUBLIC RECORDS

The Chair told Records Commission members that no one time records disposal requests were recommended for approval throughout 2010. Ms. Merz asked for clarification concerning the RC-3 form which is used when making a one time disposal request. Mr. Kambitsch explained that the library created its own internal DML RC-3 form which is used when the item being purged does not require a disposal request be forwarded on to the Ohio Historical Society.

### COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

### NEXT MEETING

The next meeting of the Dayton Metro Library Records Commission will be held on Wednesday, October 19, 2011 at 4:00 p.m. in the Main Library Auditorium.

### ADJOURNMENT – ACTION

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the meeting adjourned at 4:10 p.m.

Ayes: All  
Nays: None