

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE RECORDS COMMISSION

Wednesday, October 18, 2023, 4:00 p.m.

MAIN LIBRARY- Community Room

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA- ACTION

The chair will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES- ACTION

It is recommended that the Commission approve the minutes of the October 20, 2021 meeting of the Commission.

It is recommended that the Commission approve the minutes of the October 19, 2022 meeting of the Commission.

4. REPORT FROM THE CHAIR

The Chair will review the charge and responsibilities of the Records Commission and report on records retention activities since the last meeting.

5. RECORDS RETENTION SCHEDULES- INFORMATION

The Records Commission is charged with review and approval of records retention schedules and special requests for disposition of public records per the policy adopted by the Library Board of Trustees. At the October 2018 meeting of the Records Commission, revised policy and schedules were adopted. The Auditor of the State of Ohio approved the revised policy and schedules in November 2018. No revisions are proposed.

6. ONE TIME DISPOSITION OF PUBLIC RECORDS

No one time records disposal requests are recommended for approval.

7. COMMENTS FROM THE GENERAL PUBLIC

8. NEXT MEETING

The next meeting of the Dayton Metro Library Records Commission will be held on Wednesday, October 16, 2024 at 4:00 p.m. at the Main Library

9. ADJOURNMENT- ACTION