

DAYTON METRO LIBRARY
MINUTES OF THE DAYTON METRO LIBRARY RECORDS COMMISSION

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

MAIN LIBRARY- Community Room

CALL TO ORDER

The meeting was called to order at 4:02 p.m. by Nolan Thomas, Board President. The following members of the Records Commission were present: Jeffrey Trzeciak, Nolan Thomas, David Williamson, and Sara Woodhull.

AGENDA

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the agenda was approved.

Ayes: All

Nays: None

MINUTES

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the minutes of the October 20, 2021 Records Commission Meeting were approved.

Ayes: All

Nays: None

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the minutes of the October 19, 2022 Records Commission Meeting were approved.

Ayes: All

Nays: None

REPORT FROM THE CHAIR

Jeffrey Trzeciak, Records Commission Chair, reported on records retention activities since the last meeting. He also discussed the mandates, guidelines and requirements set forth for the Records Commission.

RECORD RETENTION SCHEDULES

The Records Commission Chair explained that the revised retention schedules that were approved by the Commission at the 2018 meeting were sent to and approved by the Auditor of the State of Ohio in November 2018. No other revisions were recommended at this time.

ONE TIME DISPOSITION OF PUBLIC RECORDS

The Chair told Records Commission members that no one time records disposal requests were recommended for approval throughout 2022.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

DAYTON METRO LIBRARY
MINUTES OF THE DAYTON METRO LIBRARY RECORDS COMMISSION

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.

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the meeting adjourned at 4:06 p.m.