

RECORDS COMMISSION MEETING
MINUTES – July 28, 2022

Ms. Ogg called the Records Commission meeting to order at 1:08 p.m. on Thursday, July 28, 2022, in City Council Chambers.

The following members were present:

City Auditor Steve Quincel
Community Representative Lenora Miller
Records Commission Secretary Julie Ogg

NEW BUSINESS

Ms. Ogg distributed the agenda for July 28, 2022

The minutes from December 16, 2021 were reviewed.

Mr. Quincel made a motion to approve the minutes of December 16, 2021 and Ms. Miller seconded the motion. There was no discussion. All members responded in the affirmative and the minutes were approved as submitted.

Ms. Ogg gave an update on the records destruction for 2023.

The next meeting date is set for Thursday, December 15, 2022 at 1:00 p.m. in Council Chambers. Ms. Ogg will send out reminders.

Mr. Quincel inquired as to what he should do to update the Auditor's office RC-2. Ms. Ogg explained the process and she will forward to him by email a new RC-2 template.

Having nothing further, Mr. Quincel moved to adjourn and Ms. Miller seconded the motion. All members responded in the affirmative and the meeting adjourned at 1:14 pm.

Respectfully submitted,

Julie A. Ogg, Records Commission Secretary