

RECORDS COMMISSION MEETING
MINUTES – July 27, 2023

Ms. Ogg called the Records Commission meeting to order at 1:04 p.m. on Thursday, July 27, 2023, in the City Hall Conference Room.

The following members were present:

City Auditor Steve Quincel
City Attorney Michael T. Bivens
Community Representative Lenora Miller
Records Commission Secretary Julie Ogg

NEW BUSINESS

Ms. Ogg distributed the agenda for July 27, 2023

The minutes from December 15, 2022 were reviewed.

Mr. Bivens made a motion to approve the minutes of December 15, 2022 and Mr. Quincel 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 fall of 2023. She will contact two different businesses to get quotes for records destruction and she will email all departments to find out how many boxes need destroyed.

Ms. Miller will contact Employment for Senior to see if they are interested in holding a document-shredding day for residents.

The next meeting date is set for Thursday, December 14, 2023 at 1:00 p.m. in Council Chambers. Ms. Ogg will send out reminders.

Having nothing further, Ms. Miller moved to adjourn and Mr. Quincel seconded the motion. All members responded in the affirmative and the meeting adjourned at 1:21 pm.

Respectfully submitted,

Julie A. Ogg, Records Commission Secretary