



**MINUTES regular meeting
REYNOLDSBURG Records Commission
May 10, 2023**

CALL TO ORDER

APPROVAL OF AGENDA

Auditor Cicak moved to approve the agenda as submitted. Second by Attorney Shook. Motion carried.

APPROVAL OF MINUTES

Auditor Cicak moved to approve the minutes of May 10, 2022. Second by Attorney Shook. Motion carried.

NEW BUSINESS

Update of Civil Service Retention Schedule

Clerk Prasher explained that the Civil Service Department requested that a number of items be removed from their retention schedule that were records not held by that department. Those records are permanent and held by the Human Resource Department.

Attorney Shook moved to approve the Civil Service retention schedule. Second by Auditor Cicak. Motion carried.

Departmental Destruction Schedule May 2023

Clerk Prasher presented the destruction requests for various City departments.

Attorney Shook moved to approve the 2023 destruction schedule. Second by Auditor Cicak. Motion carried.

ADJOURNMENT

As there was no further business, Attorney Shook moved to adjourn the meeting.

Second by Auditor Cicak. Motion carried.

Name

Chair