Records Retention Meeting
Meeting Minutes
January 12, 2021

CALL TO ORDER - 5:03 PM via Zoom.

ROLL CALL - Taken by Chair, Amy Renner:
Mayor, Amy Renner, chair;
Cheryl Canter, member;
Fiscal Officer, Chelsie McKee, member;
Solicitor, Robert J. Shostak, member.

NEW BUSINESS

The Mayor noted there were no ongoing records retention or requests which the Committee needed to discuss. Records stored at the Texas Eastern building will need to be reviewed by the Mayor, Village Administrator, and Fiscal Officer to determine which can be readied for disposal, as they have fell over an created a mess at the Texas Eastern building. Once records are deemed appropriate for disposal, Fiscal Officer will submit requests for approval to dispose from the Historical Society.

A motion to continue to retain Village records according to the Village policy in effect moved by Robert Shostak and seconded by Cheryl Canter. All in Favor – Yes. Motion carried.

ADJOURNMENT – There being no further business, motion made by Cheryl Canter and seconded by Robert Shostak to adjourn the meeting at 5:15.