

## **Miamisburg Records Commission Minutes**

Members Present: Jennifer Johns, Finance Director  
Emily Christian, Assistant City Manager  
Phil Callahan, Law Director  
Gary Giles, Citizen Representative  
Kim Combs, Administrative Assistant

The Records Commission meeting was called to order on June 14, 2023, at 10:20 a.m. in the City Manager's conference room.

A motion was made by Mr. Callahan, seconded by Ms. Johns to approve the minutes of December 7, 2022, as presented. Motion carried.

Ms. Combs provided information on records stored in the basement of the Civic Center, and the upstairs of the Annex. There are approximately 64 boxes of records that are beyond the retention period and, as such, are eligible for destruction.

A motion was made by Mr. Callahan, seconded by Ms. Christian to approve the Certificate of Records Disposal for 64 boxes. Motion carried.

Ms. Combs provided information on the revised records retention schedules for the Finance Department- Income Tax, Human Resources Department, Parks & Recreation Department, Police Department and Public Works Department - Administration, Storm Water and Water Reclamation.

A motion was made by Mr. Callahan, seconded by Mr. Giles to approve the revised records retention schedules for the Finance Department- Income Tax, Human Resources Department, Parks & Recreation Department, Police Department and Public Works Department - Administration, Storm Water and Water Reclamation. Motion carried.

There being no further business to come before the Commission a motion was made by Ms. Christian to adjourn the meeting at 10:27 a.m.

Respectfully submitted,



Kim Combs  
Secretary