

TROY CITY RECORDS COMMISSION

October 19, 2017

MINUTES

The Troy City Records Commission met Thursday, October 19, 2017, at 3:00 p.m. in the Mayor's Office, City Hall.

Members present: Mayor Beamish, Sue Knight, Grant Kerber, John Frigge, Veronica Showalter, Capt. Shawn McKinney, Mark Douglas.

Members did not have the May 18, 2017. Approval deferred until next meeting.

**OLD BUSINESS:** There was no old business to be discussed

**NEW BUSINESS:**

Consideration of RC-2 form proposal for Billing and Collection and Income Tax Offices.

Ms. Showalter stated that the only change for both was to allow disposal of an image from the EZ Check scan after six weeks.

Mr. Kerber commented regarding disposing the 10-09 listing "application for service" on the Billing & Collection RC-2 "until service terminated" as it has been helpful to have information on the form from a collection viewpoint when customers have not paid bills. Ms. Showalter explained that that item was unchanged. Mr. Kerber suggested the RC-2 form, line 10-9 for Billing and Collection, be amended to read under retention period "until 6 months after termination or no longer needed for administrative purposes, whichever date is later".

A motion was made by Mr. Frigge, seconded by Capt. McKinney, to approve the proposed RC-2 form from Billing and Collection with the inclusion of the following wording for item 10-9 under retention period "until 6 months after termination or no longer needed for administrative purposes, whichever date is later". Motion passed by unanimous vote. Ms. Showalter stated she would update the form.

A motion was made by Mr. Showalter, seconded by Mr. Douglas, to approve the proposed RC-2 form for the Income Tax Office as submitted. Motion passed by unanimous vote.

**OTHER:** It was noted that Mr. Kerber and Mrs. Knight recently attend a mandated Public Records training session.

**NEXT MEETING:** The next meeting is scheduled for **May 27, 2018** at 3:00 p.m. in the Mayor's Office.

The meeting adjourned at 3:12 p.m., following motion of Mr. Douglas, seconded by Mr. Frigge. .

Respectfully submitted,