

**GROVE CITY RECORDS COMMISSION  
MEETING MINUTES  
January 30, 2024**

**APPROVED**

**Agenda Item 1: Call to Order**

The meeting was called to order at 1:00 pm

**Agenda Item 2: Roll Call**

Members in Attendance: Chuck Boso, City Administrator; Mike Turner, Finance Director; Stephen Smith, Law Director, Debbie Reeves, Citizen Representative and Jennifer Uhrin, Secretary.

**Agenda Item 3: Approval of August 31, 2023 Meeting Minutes**

Reviewed minutes from the August 31, 2023 regular meeting. Mr. Smith made a motion to approve the minutes as submitted; seconded by Mr. Turner. Vote Taken – Motion Approved.

**Agenda Item 4: One-Time Disposal of Obsolete Records (RC 1)**

Mr. Smith made a motion to approve the RC-1 as submitted; seconded by Mr. Turner. Vote Taken – Motion Approved.

**Agenda Item 5: Retention Schedule Update**

Ms. Reeves made a motion to approve the requested changes to the RC-2 as submitted; seconded by Mr. Smith. Reviewed requested changes. Vote Taken – Motion Approved.

**Agenda Item 6: Destruction Update (RC 3)**

Mr. Smith made a motion to approve the RC-3 form as submitted; seconded by Ms. Reeves. Reviewed RC-3 form. Ms. Uhrin confirmed that all requests comply with the current retention schedule. Vote Taken – Motion Approved.

**Agenda Item 7: Open Discussion**

None

The meeting was adjourned at 1:06 p.m.