

GROVE CITY RECORDS COMMISSION
MEETING MINUTES
September 5, 2024

Agenda Item A: Call to Order/Roll Call

The meeting was called to order at 2:00 pm

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

Others in attendance: Todd Hurley, Karen Fahy, Laurie Grener and Sheila Wissman

Agenda Item B: Moment of Silence and Pledge

Agenda Item C: Approval of Minutes

1. January 30, 2024 - Reviewed minutes from the January 30, 2024 regular meeting. Mr. Smith made a motion to approve the minutes as submitted; seconded by Ms. Reeves. Vote Taken – Motion Approved.

Agenda Item D: New Items

1. **Retention Schedule Update (RC2)** - Briefly discussed Retention Schedule. No additions or changes had been requested.
2. **Destruction Update (RC3)** - Mr. Smith made a motion to approve the RC-3 forms as submitted; seconded by Ms. Reeves. Reviewed RC-3 forms. Ms. Uhrin confirmed that all requests comply with the current Retention Schedule. Vote Taken – Motion Approved.

Agenda Item E: Open Discussion

Mr. Hurley noted challenges that encrypted emails pose when fulfilling public records requests. Discussed need to set a policy regarding encrypted emails.

Agenda Item F: Adjourn - Meeting was adjourned by unanimous consent at 2:16 p.m.