



**Village of Commercial Point
Records Commission Meeting Minutes
April 19, 2022**

Mayor Goldhardt called the meeting to order at 4:05 pm. Roll call was taken with the following members present: Mayor Goldhardt, Ms. Hastings, Solicitor Cartee and Ms. Baldwin.

As chairman of the commission, Mayor Goldhardt appointed Ms. Baldwin to the board.

A motion was made to appoint Ms. Baldwin as secretary of the commission by Ms. Hastings and seconded by Solicitor Cartee. All were in favor. The motion passed.

Overview:

Solicitor Cartee explained the purpose of the Committee is to have a uniform system and retention schedule for all village records. Legally, the commission must meet twice a year. Ms. Hastings asked for clarification on what is considered a public record and what is not. It was determined by the commission that we will go through each line of the current record retention schedule and determine what should be on the retention schedule and what will be considered a public record. The commission has chosen to meet monthly to review the retention policy.

A motion was made to adopt the following dates for commission meetings: 5/3, 6/7, 7/19, 8/2, 9/6, 10/4, 11/1, 12/6 with all meetings beginning at 4:00 p.m. at the Municipal Building by Solicitor Cartee and seconded by Ms. Hastings. All were in favor. The motion passed.

A motion was made to nominate Solicitor Cartee as Co-Chair of the commission by Ms. Hastings and seconded by Ms. Baldwin. All were in favor. The motion passed.

It was decided that at May 3rd meeting, the commission will review the General Administration section of the retention schedule.

Meeting Format:

The commission discussed adopting the following agenda format:

- Call to Order
- Roll Call
- Approval of Minutes
- Citizen Comments
- Business Items
- Additional Items
- Adjournment

A motion was made to adopt the agenda format as discussed by Ms. Hastings and seconded by Solicitor Cartee. All were in favor. The motion passed.

A motion was made to limit citizen comments to 5 minutes by Solicitor Cartee and seconded by Ms. Baldwin. All were in favor. The motion passed.

A motion was made to operate by consensus and fall back to Roberts Rules of Order if needed by Solicitor Cartee and seconded by Ms. Hastings. All were in favor. The motion passed.

Adjournment:

A motion was made to adjourn by Solicitor Cartee and seconded by Ms. Hastings. All were in favor, the motion passed and the meeting was adjourned.



Allan D. Goldhardt, Committee Chair



Wendy Hastings, Fiscal Officer