

**Village of Glendale  
Public Records Commission**

**Meeting minutes**

May 19, 2022, 1:00 p.m.

**I. Attendance & Call to order**

Present were Mayor Don Lofty, Commission members Michael Beaugrand, Peter Stackpole and Rebecca Terrell, Village Administrator David Lumsden, Solicitor Kathy Ryan and Police Chief Craig Walsh. The meeting was called to order at 1:05 p.m.

**II. Approval of the January 12, 2021 meeting minutes**

Mr. Beaugrand moved approval and Mr. Stackpole seconded. The motion passed unanimously by voice vote.

**III. New Business**

**1. Introduction of new members – Rebecca Terrell & Peter Stackpole**

Mayor Lofty introduced the new members. Ms. Terrell, Clerk for the Village of Glendale is the chief fiscal officer member, and Mr. Stackpole replaces Mr. Jack Murray as the citizen member.

**2. Review of existing RC-2 schedules**

Mr. Lumsden reviewed the schedules and asked members to review the schedules for changes to be proposed at the next meeting.

**3. Upcoming records destruction**

Mr. Lumsden said that the Village will be conducting destruction of records including check vouchers, purchase orders and utility account histories. Mr. Lumsden explained all records eligible for destruction are within the date permitted by the RC-2 and have been audited by the State of Ohio.

**4. Upcoming 2022 meeting**

Mr. Lumsden suggested the Commission set its second half of 2022 meeting for October 20, 2022. Additionally, he suggested setting a recurring date for both meetings to ensure both meetings are held every year, as required. The Commission agreed and the meeting was set for October 20, 2022 at 1:00 p.m.

**IV. Public Comment**

No members of the public were present to comment.

**V. Adjournment**

With no further business pending, Ms. Terrell moved to adjourn and Mr. Stackpole seconded. The motion passed unanimously by voice vote. The meeting adjourned at 1:20 p.m.