

**Village of Glendale
Public Records Commission**

**Meeting minutes
October 20, 2022, 1:00 p.m.**

I. Attendance & Call to order

Present were Mayor Don Lofty, Commission members Michael Beaugrand, Peter Stackpole, Village Administrator David Lumsden, Solicitor Kathy Ryan and Police Chief Craig Walsh. The meeting was called to order at 1:00 p.m.

II. Approval of the May 19, 2022 meeting minutes

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

III. New Business

1. Updates on record disposal

Mr. Lumsden stated that the Village would be reviewing audited financial records for destruction.

2. Revisions to RC-2

Mr. Lumsden recommended a revision to the RC-2 to add "Digital" to each record type listed in the RC-2. This would assist with the preservation of physical records by permitting them to be stored digitally, while also allowing digital versions of records to serve as the official copy. The Commission discussed this proposed revision. Following discussion, Mr. Beaugrand moved to make the revision, and Mr. Stackpole seconded. The motion passed unanimously.

3. Upcoming 2022 meeting

Mr. Lumsden suggested the Commission set its 2023 meeting dates. The Commission scheduled its 1st half 2023 meeting for April 20, 2023.

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.