

**Records Commission  
Meeting Minutes  
March 21, 2024**

The meeting was called to order at 10:02 A.M. with the following members present: Nick Giardina- Fiscal Officer, Cynthia Spikell- citizen representative, Mayor Ben Garlich. Mr. Luke McConville – Village Solicitor is excused.

Tisha Johnson - Village Archivist

Carla Jones – Police Archivist

Leslie McCoy – Village Administrator

Agenda – Bi-Yearly review of retention schedule

Minutes for September 7, 2023 for approval. **Mayor Garlich made a motion to approve the minutes for September 7, 2023, motion seconded by Ms. Spikell. All in favor: Yeas (2).**

**NEW BUSINESS**

1. **Bi-Yearly Review retention schedule.** Discussion regarding no changes recommended to the schedule. **Cynthia Spikell motioned for approval; approved by Mayor Garlich; Mr. Giardina seconded. All in favor: Yeas (2)**
2. **iCloud Storage.** Discussion regarding iCloud storage. Ms. Johnson is waiting to hear back from the State in regards on cloud storage. Ms. Johnson stated that it is understood that the cloud storage should be handled according to the way that the retention schedule is being followed for paper. Ms. McCoy wanted this committee to be aware that we are following the state's guidelines according to the state's recommendation. **Cynthia Spikell motioned for approval; approved by Mayor Garlich; Mr. Giardina seconded. All in favor: All Yeas (2).**
3. **Shred Day.** Ms. Spikell is pleased that it will be held on a Saturday this year. She stated that it makes it easier for the people who work Monday thru Friday. Ms. McCoy stated that it will be held from 9 – 12 at the Village Hall.

**Mayor Garlich made a motion to adjourn the meeting at 10:12 AM, motion seconded by Mr. Giardina. All in favor: Yeas (2).**

Being no further business at this time, the meeting adjourned at 10:12 A.M.