

RECORDS COMMISSION MEETING
December 30, 2008

The Records Commission met at 12:45 pm with the following members in attendance:

Chairman William Dwelle
Fiscal Officer Diane Schaefer
Administrative Clerk Kathy Niehm

Ms. Niehm reported that nothing had been destroyed in 2008.

The commission reviewed a notice about the inclusion of e-mails as part of the records retention policy. E-mails are a medium such as paper, computer, disk, etc. They are not a records series. E-mails are to be included in the records series based on content. They are to be maintained/destroyed just like any other record in the series based on the administrative, fiscal, legal, or historical value.

With no further business to be conducted, the meeting was adjourned at 1:15 pm.

William Dwelle, Chairman

Diane Schaefer, Fiscal Officer