

**RECORD OF PROCEEDINGS  
RECORDS COMMISSION MEETING  
MONDAY, MAY 13, 2024 – 6:15 P.M.  
MAYOR WILLIAM G. KOONS PRESIDING**

**OFFICIALS PRESENT:** Mayor Koons, Fiscal Officer Romanowski, Resident Mary Ann Keesler, Solicitor Matheney

**VISITOR:** Police Chief Rizzo

The Mayor called the Records Commission meeting to order. Keesler made a motion to approve the minutes from the November 27, 2023, Records Commission meeting, seconded by the Solicitor. Voice vote – ayes, all. Motion carried.

The Mayor said Jim Budzik, Mansour Gavin, recommended a longer retention period for some personnel records. The Fiscal Officer referenced discussion about the matter in the Human Resources Committee meeting and said she would have the information before November.

The Mayor asked if a lock had been installed on the room containing the historic minutes and ordinances of the Village, and the Fiscal Officer verified it had and the room is kept locked.

Regarding the department records destruction request, the Mayor noted that shredding day will be in November 2024. The Fiscal Officer said that Admin and the Building Department will destroy all items that are eligible for destruction. The Police submitted their list, but the Service Department had not. She noted that the Service Department should not dispose of anything without approval. The Chief stated that he submitted the routine request for the annual destruction. The Mayor made a motion to approve the departmental records destruction requests, seconded by Keesler. Voice vote – ayes, all. Motion carried.

The committee discussed charges for records. The Fiscal Officer explained that when the Records Retention Policy was first developed, the Village charged \$.05 per copy. It was changed to \$.10 per copy in 2016 or 2017. However, by law, the Village is not allowed to charge more than what it costs for the copy. Black and white copies cost less than a penny, color copies are about \$.07, and there is the cost of paper. She wanted to update the Public Records Policy to change the cost back to \$.05. It was also necessary to add the cost of a flash drive. Typically, the records are emailed to the requestor, but recently, a requestor wanted it on a flash drive. It is not advisable to have the requestor provide the flash drive due to security issues, so the price that will be charged must be determined. **The Mayor made a motion to provide flash drives and charge the current cost for flash drives for public records requests, seconded by Keesler. Voice vote - ayes, all. Motion carried. The Mayor made a motion that paper copies for public records requests will be \$.05 per page, seconded by Keesler. Voice vote – ayes, all. Motion carried.** The Solicitor advised the revised policy should be approved by Council.

**ADJOURNMENT:** Being that there was no further business, the Mayor made a motion to adjourn at 6:21 p.m., seconded Keesler. Voice vote – ayes, all. Motion carried.

Prepared by Leslie Galicki