

**Records Commission  
Meeting Minutes  
September 26, 2024**

The meeting was called to order at 10:05 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 March 21, 2024 for approval. **Mayor Garlich made a motion to approve the minutes for March 21, 2024, motion seconded by Mr. Giardina. 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)**

**Mayor Garlich made a motion to adjourn the meeting at 10:13 AM, motion seconded by Mr. Giardina. All in favor: Yeas (2).**

Being no further business at this time, the meeting adjourned at 10:13 A.M.