

RECORD OF PROCEEDINGS

Records Commission

July 25, 2023

1. CALL TO ORDER

Mayor Schweller called the meeting of the Bellbrook Records Commission to order at 2:00pm

2. ROLL CALL

PRESENT

Mr. Rob Schommer

Mayor Mike Schweller

Ms. Melissa Jones

Mr. Steve McHugh

3. APPROVAL OF THE MINUTES

A. Approval of the December 19, 2022 meeting minutes.

Mayor Schweller asked if anyone had comments or corrections to the minutes of the December 19, 2022 meeting. Hearing none, the minutes were declared to be approved.

4. OLD BUSINESS

None

5. NEW BUSINESS

None

6. OPEN DISCUSSION

Mr. Schommer provided an update on the RC-2 Schedules indicating they are still under review by the department heads for the respective schedules. He noted if there are no substantive changes, the RC-3 process will begin.

Mr. McHugh asked about volume of records requests and the process for documenting and responding. Mr. Schommer noted there are very few other than for police traffic crash and reports requests. Mr. Schommer added he tracks the general requests for the City, and the Police Department manages the report requests directly. The process involves receipt of a request by form or other, and a response sent to the requestor. Upon delivery, a response is provided and a log of the request is maintained.

7. ADJOURNMENT

Hearing no further business coming before the Council, Mayor Schweller declared the meeting adjourned at 2:27pm

RECORD OF PROCEEDINGS

Records Commission

July 25, 2023

Michael Schweller, Mayor/Chair Person

Rob Schommer, Clerk of Council