

**MINUTES
CORY-RAWSON RECORDS COMMISSION
COMMUNITY ROOM**

6:45 p.m.

July 8, 2021

The annual meeting of the Cory-Rawson Records Commission was called to order Chairman Heath Huffman at 6:45 p.m.

Members present: Chairman Heath Huffman, Records Officer Sheila Hausknecht, and Board President Ben Wittenmyer

Motion by Hausknecht & 2nd by Wittenmyer to approve the minutes of the July 28, 2020 meeting as presented.

Yeas: Hausknecht, Wittenmyer, Huffman

Nays: None

Motion Carried

The committee reviewed Policy 8310 – Public Records, and Administrative Guideline 8310E – Records Retention and Disposal. No revisions were recommended.

Motion by Wittenmyer & 2nd by Hausknecht at 6:49 p.m. to adjourn the annual meeting of the District Records Commission.

Yeas: Wittenmyer, Hausknecht, Huffman

Nays: None

Motion Carried