

**CITY OF SANDUSKY
RECORDS COMMISSION MEETING
THURSDAY, NOVEMBER 19, 2020**

McKenzie Spriggs called the meeting to order at 10:02 a.m. with the following members in attendance: Brendan Heil, Michelle Reeder, Stephen Sturgill, John Orzech (City Manager designee) and McKenzie Spriggs.

All were in attendance via teleconference due to the COVID-19 pandemic, and the meeting was [live-streamed on YouTube](#).

APPROVAL OF MINUTES

Upon motion of Steve Sturgill and second of John Orzech, the members voted to approve the minutes of the June 25, 2020, Records Commission meeting. McKenzie Spriggs declared the motion passed.

CURRENT BUSINESS

There were no items brought forth for disposal.

McKenzie Spriggs discussed that her and Law Director, Brendan Heil are new to their positions and both look forward to getting more acquainted with records retention in order to help other staff.

OLD BUSINESS

None.

NEW BUSINESS

The Records Commission decided to move their meetings back to a spring and fall schedule and the next Records Commission meeting has been scheduled for March 25, 2021 at 9 a.m.

ADJOURNMENT

Upon motion of Michelle Reeder and second of Steve Sturgill, the members voted to adjourn at 10:05 a.m.

APPROVED:

ATTEST:



John Orzech/City Manager's Designee



McKenzie Spriggs, Commission Clerk