



## **Records Commission Agenda**

**June 9, 2025 at 6:15 PM**

### **Records Commission Members**

Roz Richards, Resident  
Andrew Kaake, Village Solicitor  
Scot Lahrmer, Village Manager

### **Staff Liaison**

Carrie Minton, Clerk of Courts  
Tammy Reasoner, Clerk of Council

### **MINUTES**

1. Records Commission Meeting of May 12, 2025

### **TOPICS OF DISCUSSION**

1. Records for Destruction

### **ADJOURNMENT**



## **MEETING OF THE AMBERLEY VILLAGE RECORDS COMMISSION**

May 12, 2025 at 6:05 p.m.

### **PRESENT**

#### **Records Commission Members:**

Village Manager Scot Lahrmer  
Resident Roz Richards  
Village Solicitor Andrew Kaake

### **ALSO PRESENT**

#### **Staff:**

Tammy Reasoner, Clerk of Council

The meeting was called to order by Village Manager Scot Lahrmer at 6:05 p.m. Absent were Clerk of Courts Carrie Minton and Finance Administrator Debbie Eldridge.

Minutes from the March 12, 2023 meeting were reviewed and a motion made to approve them by resident Roz Richards. The motion was seconded by Andrew Kaake and passed unanimously.

The Commission reviewed proposed documents for destruction, and Ms. Richards moved to approve destruction of all documents submitted. Seconded by Mr. Kaake, the motion passed unanimously.

The Commission discussed setting its next meeting date in the next month or two to review records for destruction for the Amberley Village Police and Fire Department, as Ms. Minton was out sick.

Ms. Reasoner summarized efforts to revise the Village RC2, and stated that a revised plan for implementing a more consistent system was needed, as not all departments were in a position to revise their record destruction schedules due to staffing changes and other priorities.

There being no additional business, the meeting was adjourned at 6:19 p.m.

Minutes prepared by Tammy Reasoner.

**May 2025**  
**Amberley Village Police Department**  
**Records for Destruction**

| <b><u>Box #</u></b> | <b><u>Description</u></b> | <b><u>Retention Schedule</u></b> | <b><u>Comments</u></b>  |
|---------------------|---------------------------|----------------------------------|-------------------------|
| 1                   | 2005 DUS Case Jackets     | PF-94-9 (2 years)                | All Misdemeanor Charges |
| 2                   | 2006 DUS Case Jackets     | PF-94-9 (2 years)                | All Misdemeanor Charges |
| 3                   | 2007 DUS Case Jackets     | PF-94-9 (2 years)                | All Misdemeanor Charges |
| 4                   | 2008 DUS Case Jackets     | PF-94-9 (2 years)                | All Misdemeanor Charges |
| 5                   | 2009 DUS Case Jackets     | PF-94-9 (2 years)                | All Misdemeanor Charges |
| 6                   | 2010 DUS Case Jackets     | PF-94-9 (2 years)                | All Misdemeanor Charges |
| 7                   | 2011 DUS Case Jackets     | PF-94-9 (2 years)                | All Misdemeanor Charges |