

**RECORDS COMMISSION  
MOTION SUMMARY  
May 25, 2017**

ITEM 1. Roll Call

Chairman Homan called the meeting to order at 3:02 p.m.

Members Present: Michele Kohler, Dean Stelzer, Finance Director, Darren Shulman, City Attorney, and Tom Homan, City Manager

Staff Present: Jessica Feller, Human Resource Manager

ITEM 2. Approval of the Motion Summary for the meeting held July 10, 2013 as recorded and transcribed.

**Motion:** Mr. Shulman moved to approve the Motion Summary from July 10, 2013, seconded by Mr. Stelzer. Motion approved by a 3-0-1 (Kohler) vote.

ITEM 3. Review of Changes to the Current Schedules of Retention and Disposition

Mr. Shulman discussed the changes to the Administrative Services and the Police Department changes. Ms. Feller discussed the personal changes that would determine what is officially in the personnel file. Mr. Shulman discussed the schedule for a ten year computer file and scanned paper files would follow the paper retention schedule.

Mr. Homan recommended that recruitment files for higher level positions remain longer than the recommended seven years.

**Motion:** Mr. Shulman motioned to add a category for director level positions in which record recruitment is kept until next hiring process, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

A discussion was held on DAS-003. Mr. Homan recommended that clarification from the Chiefs on retaining records after the probation period.

A discussion was held on DAS-010, regarding grievances proceeding to City Manager. Mr. Homan recommends that grievances be changed from 10 years to 20 years. Mr. Shulman did recommend no permanent records of grievances.

**Motion:** Chairman Homan motioned to change DAS-010 from 10-20 years, seconded by Mr. Shulman. Motion approved by a 4-0 vote.

**Motion:** Mr. Shulman motioned to accept the revised schedule, along with recommended two changes and pulling out DAS—003 until further discussion, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

ITEM 4. Approval of Public Records Policy

Mr. Shulman discussed the need to replace with current posted Public Record Notice signage. Mr. Shulman discussed the rights of the public to request public records. Mr. Shulman discussed the need to distribute the policy to staff and place on the website.

**Motion:** Ms. Kohler motioned to approve the City of Delaware Public Records Policy and replace the current policy, seconded by Mr. Shulman. Motion approved by a 4-0 vote.

A discussion was held the benefits of an archivist or records manager.

ITEM 5. Next Meeting Date: To Be Established

ITEM 6. Adjournment

**Motion:** Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 4:35 p.m.



Chairman



Elaine McCloskey, Clerk