RECORDS COMMISSION
MOTION SUMMARY
December 13, 2017

ITEM 1. Roll Call

Chairman Homan called the meeting to order at 8:36 a.m.

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

Members Absent: Michele Kohler

Staff Present: John Donahue, Fire Chief

ITEM 2. Approval of the Motion Summary for the meeting held May 25, 2017, as recorded and transcribed.

Motion: Mr. Stelzer moved to approve the Motion Summary from May 25, 2017, seconded by Mr. Shulman. Motion approved by a 3-0 vote.

ITEM 3. Review of Three Proposed Changes to the Current Schedules of Retention and Disposition (Continued from May 25, 2017 meeting)

Mr. Shulman discussed the review of personnel background materials and what should be included. Mr. Shulman discussed the recommendations by Chief Pijanowski to keep the Background Investigation Report and Liability Waiver for five years. Mr. Shulman discussed that training and certifications would be kept at a department level.

Motion: Mr. Shulman motioned to approve the provisions to the retention schedule as presented, seconded by Mr. Stelzer. Motion approved by a 3-0 vote.

ITEM 4. Introduction and Discussion of Document Management Investigation – Rachel Hostetler, GIS Coordinator

Ms. Hostetler discussed efforts by all departments to determine what their department needs and priorities are. She discussed the need to remove duplicate files from the server. Ms. Hostetler plans to have recommendations by the working group by the end of January. Mr. Homan recommended looking at how the County maintains records.

ITEM 5. Next Meeting Date: To Be Established

Chairman Homan recommended a meeting to follow up on document management in February 2018.

ITEM 6. Adjournment

Motion: Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 9:30 a.m.

Chairman

Elaine McCloskey, Clerk