

**RECORDS COMMISSION
MOTION SUMMARY
July 25, 2018**

ITEM 1. Roll Call

Chairman Homan called the meeting to order at 4:00 p.m.

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

ITEM 2. Approval of the Motion Summary for the meeting held December 13, 2017, as recorded and transcribed.

Motion: Mr. Shulman moved to approve the Motion Summary from December 13, 2017, seconded by Mr. Stelzer. Motion approved by a 4-0 vote.

ITEM 3. Review of Two Proposed Changes to the Current Schedules of Retention and Disposition for Police Department

Mr. Shulman discussed the active retention schedule for the Police Department and that the two proposed changes did not have a schedule. The first proposed change deals with inmate admission and description is when the individual is placed in the City jail. He recommends a year record retention schedule. The seconded proposed change deals with fire arm disposal record with a three year record retention schedule.

Motion: Ms. Kohler motioned to approve the two new schedules to the retention schedule as presented, seconded by Mr. Shulman. Motion approved by a 4-0 vote.

ITEM 4. Discussion of Applicable Retention Period for Purchase Request Forms

Mr. Shulman discussed the request by the Police Department to create the form. Mr. Shulman requested to see if this form would fit in the general schedule. Mr. Stelzer discussed that it is an internal document that is encouraged to be used by the Finance Department and gives the Chief of Police the ability to allow his personnel to make request to purchase items. He stated it would be for items under \$250. He recommended that the retention period only as long as administratively useful. Mr. Shulman will prepare the schedule and present at the next meeting for review.

ITEM 5. Discussion of Cemetery Record Retention Schedule

Mr. Stelzer discussed that the City took over the cemetery in 2011 and that most records remained at that time. He discussed that there is not a specific schedule for cemetery records. He discussed the process for cemetery records retention, and the need to submit to the Ohio Historical Society and send a form for disposal. A discussion was held on creating a strategy to keep track of records and the retention schedule, as well as, the software that is available. Mr. Shulman discussed that records should be kept as permanent if there is not a designated retention schedule until one is established.

ITEM 6. Member Comments

ITEM 7. Next Meeting Date: To Be Established

Chairman Homan discussed having a meeting in early November of 2018.

ITEM 8. Adjournment

Motion: Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 4:29 p.m.



Chairman



Elaine McCloskey, Clerk