

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
JULY 20, 2020**

Chairman Kevin Corcoran called the meeting to order at 3:00 p.m. in City Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road. This meeting was broadcasted to the City's YouTube Channel due to the Covid-19 pandemic.

Commission members present were Chairman Mayor Kevin Corcoran, Law Director Brian Moriarty, Auditor April Wilkerson and Secretary Tara L. Peet, MMC.

Minutes from the December 4, 2020 Record's Commission meeting

Chairman Corcoran asked for any corrections to the meeting minutes. No discussion was offered. The minutes stand approved as submitted.

Approval of RC-2's

Chairman Corcoran asked Secretary Peet to go over the Police Department RC-2 changes.

Secretary Peet stated most of the changes are converting paper to electronic. In some instances, the retention is keep paper until scanned, then destroy the paper once scanned and follow the electronic retention period.

Law Director Moriarty asked specifically what "employee training requests were.

Secretary Peet stated the original record retention was "place inside the file until the employee is no longer employed by NRPD" and is now being changed to one year. Secretary Peet stated it is the permission request for completed by officers for training.

Law Director Moriarty and Chairman Corcoran felt the original retention should remain.

It was moved by Moriarty and seconded by Wilkerson to approve the changes to the Police Department RC-2 as amended.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

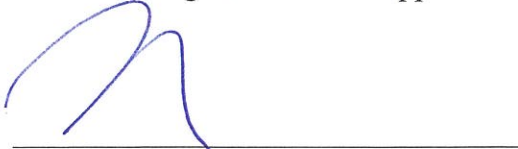
Adjournment

Chairman Corcoran asked for any further discussion. No further discussion was offered.

The meeting was adjourned at 3:12 p.m.

NORTH RIDGEVILLE CITY COUNCIL
REGULAR MEETING JULY 20, 2020

These meeting minutes were approved on this 17 day of December 2020.



Tara L. Peet, MMC
Clerk of Council – Secretary