



CITY OF NORTH RIDGEVILLE



RECORDS COMMISSION MEETING MINUTES

July 17, 2017

Chairman Mayor Gillock called the meeting to order at 2:00 p.m. in the Mayor's Conference Room at North Ridgeville City Hall, 7307 Avon Belden Road.

Present was Chairman, Mayor David Gillock, Law Director Andrew Crites, Auditor Jeffrey Wilcheck, Resident appointee Sandy Hall and Secretary Tara L. Peet, MMC.

Also present was Treasurer Tim Pope and Deputy Auditor April Wilkerson.

Minutes from the December 5, 2016 Record's Commission meeting

Chairman Mayor Gillock asked for any additions or corrections to the meeting minutes. No discussion was offered. The minutes stand approved as submitted.

Discussion regarding Auditor RC-2:

Deputy Auditor Wilkerson went through her suggested changes line by line. The Commission suggested changing the name of the personnel file to employment file as some of the records listed in the category are not exclusive to just the Auditor's office.

Clerk of Council Peet noted there is a record on the All City General schedule for personnel files with a retention of five years.

Law Director Crites suggested changing it to three years for next meeting.

Moved by Crites and seconded by Hall to approve the schedule as amended.

A voice vote was taken and the motion carried, 4-0.

Discussion regarding Service Department RC-2:

Clerk of Council Peet stated the only request was to remove chipper reports from the schedule as they have not been created since 2011.

Moved by Hall and seconded by Crites to approve the Service Department RC-2 as submitted.

A voice vote was taken and the motion carried, 4-0.

Discussion regarding Treasurer RC-2:

Treasurer Pope stated any 2017 number added were records added to their schedule by Renee. He noted that 2010-02 was a record created by the Auditor's office. Clerk of Council Peet suggested it be removed from his schedule.

Mayor Gillock suggested making all the records read paper/electronic.

Law Director Crites suggested changing the retention period on EEOC complaints to "2 years after matter is resolved and/or final decision of EEOC".

Mayor Gillock suggested changing the retention period on Internet gaming to "2 years after closing".

Moved by Crites and seconded by Hall to approve the Treasurer's RC-2 as amended.

A voice vote was taken and the motion carried, 4-0.

Adjournment

Chairman Mayor Gillock asked for any further discussion. No further discussion was offered. Chairman Mayor Gillock adjourned the meeting at 2:29 p.m.

These meeting minutes were approved on this ____ day of _____ 2017.

Tara L. Peet, MMC
Clerk of Council – Secretary