



CITY OF NORTH RIDGEVILLE



RECORDS COMMISSION MEETING MINUTES JULY 16, 2013

Chairman Mayor Gillock called the meeting to order at 2:10 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, Chris Costin; Resident Appointee, Sandy Hall and Secretary, Tara L. Peet, CMC.

Minutes from the December 11, 2012 Record's Commission Meeting

Chairman Mayor Gillock asked for any additions or corrections to the meeting minutes. No discussion was offered. It was moved by Law Director Crites and seconded by Ms. Hall to approve the minutes as submitted. A voice vote was taken and the motion carried, 4-0.

Approval of RC-2's

Mrs. Peet discussed the changes to the Board of Zoning and Building Appeals retention schedule. Law Director Crites stated "Zoning Bulletin subscriptions" are not a record of the office and instructed Mrs. Peet to remove it from the schedule. Mrs. Peet asked for any further discussion or changes. No discussion was offered. Law Director Crites moved to approve the schedule as amended. The motion was seconded by Chairman Mayor Gillock. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Building Department's retention schedule. Auditor Costin suggested changing anything that stated "Dispose of paper once scanned into Onbase" to "Dispose of paper once digitally scanned." Auditor Costin suggested placing an asterisk next to each description and placing a footer at the end of the page stating the current digital storage system is Onbase. Mrs. Peet asked for any further discussion or changes. Mayor Gillock instructed Mrs. Peet to combine the paper and electronic formats under one schedule number. Law Director Crites also stated the record "Employee time-off requests" retention period should be changed from "Place in department file" to "Place in personnel file" since the personnel file retention was on the All City General schedule. Mrs. Peet asked for any further changes. No discussion was offered. Law Director Crites moved to approve the schedule as amended. The motion was seconded by Auditor Costin. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Civil Service Commission's retention schedule. Mrs. Peet asked for any discussion on the changes. Law Director Crites moved to approve the schedule as submitted. The motion was seconded by Chairman Mayor Gillock. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the addition to the Engineering Department's retention schedule. Mrs. Peet asked for any discussion on the addition. Law Director Crites moved to approve the schedule as submitted. The motion was seconded by Ms. Hall. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Income Tax retention schedule. Mrs. Peet asked for any discussion on the changes. Law Director Crites moved to approve the schedule as submitted. The motion was seconded by Chairman Mayor Gillock. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Planning Commission's retention schedule. Mrs. Peet asked for any discussion on the changes. Law Director Crites moved to approve the schedule as submitted. The motion was seconded by Mrs. Hall. The motion was carried by voice vote, 4-0.

Adjournment

Chairman Mayor Gillock asked for any further discussion. No further discussion was offered. Chairman Mayor Gillock adjourned the meeting at 2:40 P.M.

These meeting minutes were approved on this _____ day of _____, 2013.

Tara L. Peet, CMC
Assistant Clerk of Council – Secretary