

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
JULY 14, 2021**

Chairman Kevin Corcoran called the meeting to order at 2:00 p.m. in City Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road.

Commission members present were Chairman Mayor Kevin Corcoran, Law Director Brian Moriarty, Auditor April Wilkerson, Robert Esper, and Secretary Shari Ma.

Also present were Treasurer Brian Keller, Computer Service Dean Priebe, Public Utilities Director Tara Peet, and Assistant Law Director Toni Morgan.

Minutes from the December 17, 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-1 – Treasure's Office

Brian Keller stated that there are documents that are no longer used and are outdated. He provided a list of everything. Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Esper and seconded by Wilkerson to approve RC-1.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Approval of RC-2 – Computer Services

Dean Priebe requested to change the retention period of emails. Mr. Priebe would like for emails to change the retention period to two years. Two years is common for general emails. Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Wilkerson and seconded by Moriarty to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Approval of RC-2 – Public Utilities

Tara Peet stated that she restructure the retention schedule and filing system for the Public Utilities Department. The reason for the change was to make it easier for residents to request records and understand how the records are kept. The submitted retention schedule is a rough

draft and she planned to submit more changes in December 2021. Mrs. Peet provided the process for future records requests.

Law Director Moriarty questioned the item that would be referencing the OnBase workflow. Mrs. Peet explained that discussions are still going on regarding the retention of records on OnBase. She explained the streamlined workflow for assessment requests on OnBase and water permit inspections. Mr. Priebe explained that retention for records could be set for specific documents in OnBase, but it's currently accumulating in the software without any retention period. Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Esper and seconded by Wilkerson to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Additional Business – Review Draft of Public Records Policy

Law Director Moriarty explained that there were a few discussions regarding the changes in the Public Records Policy. Toni Morgan was instrumental in making the changes.

Assistant Law Director Morgan remarked that some of the changes were minor. Ms. Morgan pointed out the three major changes:

1. The subject of Definitions removed, and replaced with referencing the terms from the Ohio Revised Code (ORC);
2. Cleared up the wording to mention that if records are not disposed of at the timeframe that is in the records retention schedule, it is still a record;
3. Changed Section 4.3 (c) to a general statement to follow the Public Records Act.

Auditor Wilkerson wanted to know if Ms. Morgan sees any potential issues with readers not knowing the major definitions in the policy.

Ms. Morgan wanted to leave this discussion to the discretion of the Board of the Records Commission. Ms. Morgan explained that a term should be clarified only if the term is used differently than what is described in the ORC. Ms. Morgan explained the Public Records Policy.

Ms. Wilkerson remarked that some definitions would help assist department heads in processing their records requests. Ms. Wilkerson added that the definition of a public records policy and redaction would be helpful. Definition of terms that would be helpful if a department head is not available and to provide a document to reference.

Ms. Morgan explained that most of the request comes through her office; however, she could add certain terms the commission believes should remain in the Subject of Definitions like they have done in the past for the police department.

Mr. Moriarty added that the policy was to streamline the public records process. He explained selectively picking out a definition by referencing the ORC or the Administrative Code could cause the City to change the policy multiple times to match the ORC or the Administrative Code when it is changed. This would avoid confusion.

Ms. Morgan agreed with Mr. Moriarty.

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

It was moved by Moriarty and seconded by Wilkerson to approve the policy changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Adjournment

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


Moved by Esper and seconded by Wilkerson to adjourn.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

The meeting was adjourned at 2:20 p.m.

These meeting minutes were approved on this 15th day of December 2021.



Fijabi Julien-Gallam, CMC
Records Commission Secretary