

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
July 13, 2023**

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, Robert Esper, Finance Director April Wilkerson, Assistant Law Director Toni Morgan, and Assistant Clerk of Council Fijabi Gallam.

Minutes from the December 15, 2022, Record's Commission meeting

Chairman Corcoran asked for any corrections to the meeting minutes. No discussion was offered.

It was moved by Esper and seconded by Wilkerson to approve the Records Commission Meeting Minutes dated December 15, 2022.

A voice vote was taken and the motion carried.

Yes - 4 No - 0

Approval of RC-2 – Office for Older Adults

The Assistant Clerk of Council remarked that the Office for Older Adults updated the following:

- Remove the Media Type “Paper” from Schedule 2015-02 and 2015-03.

Finance Director Wilkerson suggested a change.

It was moved by Wilkerson and seconded by Mayor Corcoran to amend the RC-2 for the Office for Older Adults by adding “after Annual Audit” immediately after “3 years” under the Retention Period for Schedule Number 2015-02 and 2015-03.

A voice vote was taken and the motion carried.

Yes - 4 No - 0

It was moved by Mayor Corcoran and seconded by Wilkerson to approve the RC-2 for the Office for Older Adults.

A voice vote was taken and the motion carried.

Yes - 4 No - 0

Additional Business

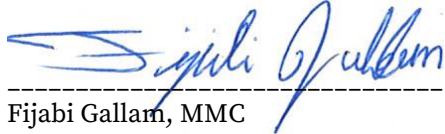
No additional business.

Adjournment

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

The meeting was adjourned at 2:04 p.m.

These meeting minutes were approved on the 18th day of December 2023.

A handwritten signature in blue ink, reading "Fijabi Gallam", written over a horizontal dashed line.

Fijabi Gallam, MMC
Assistant Clerk of Council
Records Commission Secretary