



CITY OF NORTH RIDGEVILLE



RECORDS COMMISSION MEETING MINUTES MAY 5, 2014

Acting Chairman Jeffry Armbruster called the meeting to order at 2:12 P.M. in the Mayor's Conference Room at North Ridgeville City Hall, 7307 Avon Belden Road.

Present was Acting Chairman, Jeffry Armbruster; Law Director, Andrew Crites; Auditor, Chris Costin; Resident Appointee, Sandy Hall; and Secretary, Tara L. Peet, CMC.

Chairman Mayor Gillock was excused.

Minutes from the December 18, 2013 Record's Commission Meeting

Acting Chairman Armbruster asked for any additions or corrections to the meeting minutes. No discussion was offered.

Moved by Crites and seconded by Costin to approve the minutes as submitted.

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

Approval of RC-2's:

Civil Service Commission

Secretary Peet discussed the changes to the Civil Service Commission schedule. Ms. Peet explained all of the changes were from "2 years after expiration of eligibility list" to "upon expiration of eligibility list".

Mr. Costin asked why this change would be made and wouldn't the Commission need to go back to reference the list.

Secretary Peet explained once the list expires, it is null and void and superseded by a new list. There would be no point in holding on to it.

Secretary Peet asked for any other addition or changes. No discussion was offered.

Moved by Crites and seconded by Costin to approve the schedule as submitted.

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

Computer Services

Secretary Peet discussed the changes to the Computer Services schedule and stated the schedule was completely gutted as she worked with Steve and Jeff of the IT Department.

The Commission was concerned about the retention period on items that stated “until no longer of administrative value” stating there was too much turn over in the IT Department to just let the employees randomly dispose.

Mr. Costin suggested inserting “as determined by the Mayor or the SSD” after “until no longer of administrative value” to ensure records were not just being randomly deleted.

Secretary Peet noted that the Mayor and SSD would not have a good hand on IT records to make such a decision.

Mr. Costin stated they would not be making the decision but rather they would just approve what is being disposed of.

Secretary Peet asked for any other addition or changes. No discussion was offered.

Moved by Crites and seconded by Costin to adopt the schedule as amended.

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

Engineering Department

Secretary Peet explained the two additions to the schedule signified by the schedule numbers beginning with 2014.

Mr. Costin asked what if the department scanned the document after having it for two years - would the department only have to hold it electronically then for one more year?

Mr. Crites stated yes.

Mr. Crites suggested changing 2014-01 and 2014-02 to be retained electronically as “or 3 years”.

Secretary Peet asked for any other addition or changes. No discussion was offered.

Moved by Crites and seconded by Costin to adopt the schedule as amended.

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

Police Department

Secretary Peet stated dash cam videos-VHS and dash cam videos-DVD were removed from the schedule. She further added dash cam digital videos were added to the schedule. Secretary Peet also noted that under “Jail,” “booking/jailhouse video” was added to the schedule.

Mr. Crites gave a brief explanation regarding the changes stating that if there is pending litigation regarding the digital dash cam videos or the jailhouse videos, the department will extract it before it is deleted.

Secretary Peet asked for any other addition or changes. No discussion was offered.

Moved by Crites and seconded by Costin to adopt the schedule as submitted.

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

Adjournment

Acting Chairman Armbruster asked for any further discussion. No further discussion was offered.
Acting Chairman Armbruster adjourned the meeting at 2:37 P.M.

These meeting minutes were approved on this _____ day of _____, 2014.

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