



CITY OF NORTH RIDGEVILLE



RECORDS COMMISSION MEETING MINUTES

April 17, 2019

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

Commission members present were Chairman Mayor David Gillock, Law Director Brian Moriarty, Resident Appointee, Sandy Hall, Auditor Jeffrey Wilcheck and Secretary Tara L. Peet, MMC.

Also present was Police Chief Mike Freeman and Income Tax Liaison Regina Mueller.

Minutes from the December 10, 2018 Record's Commission meeting

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

Discussion on Income Tax Department RC-2:

Income Tax Liaison Mueller went through the changes to the Income Tax RC-2 schedule. She noted she removed items as they are records no longer created and the retention period has come and gone.

Moved by Hall and seconded by Moriarty to approve the removal of the items from the schedule.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Ms. Mueller stated new records are indicated by a 2019 number. She stated 2019-01 to 2019-04 are documents created by R.I.T.A.

Moved by Wilcheck and seconded by Hall to approve 2019-01 to 2019-04.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Ms. Mueller continued through items 2019-06 through 2019-09.

Moved by Mayor Gillock and seconded by Wilcheck to approve items 2019-06 to 2019-09.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Discussion on Police Department RC-2:

Police Chief Mike Freeman stated he recreated his retention schedule to make it more specific to how his department keeps the records.

Police Chief Freeman went line by line through each change.

Law Director Moriarty asked in regard to body worn cameras, use of force, the law allows two years and the retention listed was one. He asked Mr. Freeman how he arrived at a one year retention.

Police Chief Freeman stated certain things can be burned to a DVD but he was open to changing the retention period.

Law Director Moriarty suggested changing the retention period to two years.

Police Chief Freeman continued through his retention schedule.

Mayor Gillock stated on item 2019-11, he recommended adding asterisks to “charted reports” so it is clear.

Law Director Moriarty stated that convicted, plead guilty records allow for the convicted persons to appeal their conviction in federal court. He suggested a retention period of twenty years.

Police Chief Freeman stated he would change the retention to twenty years.

Assistant Clerk of Council Peet asked Police Chief Freeman to remove receipt books as a record as they are on the All City General schedule.

Police Chief Freeman stated he would.

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

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Law Director Moriarty stated he will keep an eye on House Bill 585 which has not yet passed.

Adjournment

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

The meeting was adjourned at 2:38 p.m.

These meeting minutes were approved on this ____ day of _____ 2019.

Tara L. Peet, MMC
Clerk of Council – Secretary