CITY OF NORTH RIDGEVILLE

RECORDS COMMISSION MEETING MINUTES
DECEMBER 18, 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; and Secretary, Tara L. Peet, CMC.

Sandy Hall was excused.

Also present was Lou Cover, Assistant Supervisor at French Creek Wastewater Treatment Plant.

Minutes from the July 16, 2013 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 Mr. Crites and seconded by Mr. Costin to approve the minutes as submitted. A voice vote was taken and the motion carried, 3-0.

Approval of RC-1:
Mayor Gillock turned the meeting over to Secretary Peet.

Secretary Peet stated she was helping the City Treasurer go through boxes over the summer and came across a box with many dated things from several different departments. Most of the records are no longer created and that is what is before the Commission. Secretary Peet added she would ask the Ohio Historical Society, after this RC-1 was approved, if they had interest in the records.

Moved by Costin and seconded by Crites to approve the RC-1 as submitted.

A voice vote was taken and the motion carried 3-0.

Approval of RC-2's:
French Creek Wastewater Treatment Plant
Secretary Peet discussed the changes to the French Creek Wastewater Treatment Plant schedule. Ms. Peet explained most of the changes were from 5 to 3 years retention and the words "or until electronically filed" were added to most paper records.

Mayor Gillock asked why WWTP-148 – video recordings were only kept one day. He further stated he believed the retention period should be longer.

Mr. Cover stated he would look into it.

Mayor Gillock stated the Commission would leave it as is until next meeting for further discussion.

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

A voice vote was taken and the motion carried, 3-0.

<u>Mayor's office</u>
Secretary Peet discussed the changes to the Mayor's office schedule.

Mr. Crites asked what a business file was.

Mayor Gillock brought his Assistant, Tissy Simon into the meeting. She stated she was unsure as to what the file was. She believed it was a business file, not just exclusive to North Ridgeville businesses, which contained correspondence.

Mr. Crites explained correspondence is on the All City General schedule with a stipulated retention period.

Secretary Peet suggested striking business files from the schedule.

> Moved by Crites and seconded by Costin to strike "business files" from the schedule.

A voice vote was taken and the motion carried, 3-0.

Auditor Costin asked why correspondence was added to "City department files."

Secretary Peet stated that is listed in the All City General schedule and it could be removed.

> Moved by Costin and seconded by Crites to remove "correspondence" from "City Department files".

A voice vote was taken and the motion carried, 3-0.

Secretary Peet continued on.

Mayor Gillock asked why sewer projects were changed to "until no longer administratively needed." Ms. Simon thought the originals would be with the Engineer's office.

Mayor Gillock suggested changing the retention period back to permanent.

> Moved by Crites and seconded by the Mayor to make the retention period on sewer projects, permanent.

A voice vote was taken and the motion carried, 3-0.

> Moved by Crites and seconded by Costin to adopt the schedule with the three included amendments.

A voice vote was taken and the motion carried, 3-0.

Police department
Ms. Peet explained there was just one addition to the schedule – impounded vehicle forms.

Moved by Costin and seconded by Crites to adopt the schedule with the addition.

A voice vote was taken and the motion carried, 3-0.

Treasurer's office
Secretary Peet stated there were two additions to the Treasurer's schedule – assessments and life insurance.

Moved by Costin and seconded by Crites to adopt the schedule with the two additions.

A voice vote was taken and the motion carried, 3-0.

Adjournment
Chairman Mayor Gillock asked for any further discussion. No further discussion was offered. Chairman Mayor Gillock adjourned the meeting at 2:45 P.M.

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

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