

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
December 18, 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 July 13, 2023 Record's Commission meeting

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

The minutes were approved as submitted.

Approval of RC-2 – Parks and Recreation Division

The Assistant Clerk of Council remarked that the Parks and Recreation Division Director updated the following:

- Added Retention Period "Scan paper and then discard" and the Media Type for 2 years after expiration "Electronic" from Schedule Number 2011-02.
- Schedule Item 2023-01 has been included to encompass Contracts in the retention schedule.

The commission members wanted to know the State statute limitations for contracts.

It was moved by Mayor Corcoran and seconded by Esper to approve the RC-2 for the Parks and Recreation Division by changing the retention period for Schedule Number 2011-02 and 2023-01 to "15 years after expiration or termination".

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 with the changes.

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:

- Removed the Media Type "Paper" from Schedule 2015-01 and 2015-05.

Finance Director Wilkerson suggested a change.

It was moved by Wilkerson and seconded by 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 2015-01 and 2015-05.

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 with the changes.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Approval of RC-2 – Fire Department

The Fire Chief remarked that the Fire Department updated the following:

- Removed the Media Type “Paper” under Schedule 2011-02.
- Inserted “(Kept by Dispatch)” under Record Title and Description and removed the Media Type “Paper” under Schedule 2011-02.
- Added the Media Type “Electronic” under Schedule 2010-09.
- Removed the Media Type “Paper” under Schedule 2010-10.
- Removed “Salary history, leaves balances, taxes paid” under Record Title and Description because the Finance Department keeps it under Schedule 2011-04.
- Inserted “and Exposure Form” under Record Title and Description under Schedule 93-11.
- Removed the Retention Period “10 years” and Media Type “Paper” under Schedule 2010-14.
- Removed the Media Type “Paper” from Schedule 93-19.
- Added the Retention Period “10 years” and Media Type “Electronic” under Schedule 2011-09. Also, removed the Media Type “Paper” from Schedule 2011-09.
- Added Media Type “Electronic” under Schedule 2011-10. Also, removed the Media Type “Paper” under Schedule 2011-10.
- Added Media Type “Electronic” under Schedule 2011-11. Also, removed the Media Type “Paper” under Schedule 2011-11.
- Added Media Type “Electronic” under Schedule 2010-29. Also, removed the Media Type “Paper” under Schedule 2010-29.
- Revised the Retention Period to “5 years after violation corrected”, added Media Type “Electronic”, and removed the Media Type “Paper” under Schedule 2010-30.
- Added the Retention Period “Until No longer administratively needed or Until superseded”, and added Media Type “Electronic” under Schedule 2010-31.
- Added Schedule 2023-01 with Record Title and Description of “Grant Applications and supporting documents”, Record Period “Until No longer administratively needed”, and Media Type “Electronic”.

Finance Director Wilkerson suggested a change.

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

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Clerk note: The commission voted on the Parks and Recreation RC-2 based on the contracts and agreements recommended retention.

Additional Business

The Assistant Clerk of Council Fijabi Gallam, mentioned that they are considering raising the fees for copies of records request.

Adjournment

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

The meeting was adjourned at 2:22 p.m.

These meeting minutes were approved on the 26th day of June 2024.



Fijabi Gallam, MMC
Assistant Clerk of Council
Records Commission