

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
DECEMBER 17, 2020**

Chairman Kevin Corcoran called the meeting to order at 2:05 p.m. in City Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road. This meeting was broadcasted to the City's YouTube Channel due to the Covid-19 pandemic.

Commission members present were Chairman Mayor Kevin Corcoran, Law Director Brian Moriarty, Auditor April Wilkerson and Secretary Tara L. Peet, MMC.

Also present was Police Chief Mike Freeman and Police Captain Kevin Jones.

Minutes from the July 20, 2020 Record's Commission meeting

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

Approval of RC-1's

Secretary Peet stated an RC-1 was submitted for income tax records no longer created and the Commission will need to approve it before it is sent to the historical society. She asked for any questions. No discussion was offered.

It was moved by Moriarty and seconded by Wilkerson to approve the income tax RC-1.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – All City General

Secretary Peet stated she went through the schedule and noticed record titles that were not clear and took them off the schedule. She asked for any questions. No discussion was offered.

It was moved by Moriarty and seconded by Wilkerson to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – Board of Zoning and Building Appeals

Secretary Peet stated she went through the schedule and changed the type of records such as electronic or paper to match how the records are kept. Additionally, she stated she removed individual records and re-categorized them on the schedule to match how the records are filed in the office. She asked for any questions. No discussion was offered.

It was moved by Moriarty and seconded by Wilkerson to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – Civil Service Commission

Secretary Peet stated she went through the schedule and changed the type of records such as electronic or paper to match how the records are kept. Additionally, she stated she removed individual records and re-categorized them on the schedule to match how the records are filed in the office. She asked for any questions. No discussion was offered.

It was moved by Moriarty and seconded by Wilkerson to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – Clerk of Council

Secretary Peet stated she went through the schedule and changed the type of records such as electronic or paper to match how the records are kept. Additionally, she stated she removed individual records and re-categorized them on the schedule to match how the records are filed in the office. She asked for any questions. No discussion was offered.

It was moved by Moriarty and seconded by Wilkerson to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – Parks and Recreation Department

Secretary Peet stated there were just two additional records noted in red added to the schedule by the Director.

Auditor Wilkerson thought that the rec desk records needed a retention period of three years rather than two due to the timing of the comprehensive annual financial audit. Secretary Peet asked for any questions. No discussion was offered.

It was moved by Moriarty and seconded by Wilkerson to approve the changes to the RC-2 schedule as amended.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – Planning Commission

Secretary Peet stated she went through the schedule and changed the type of records such as electronic or paper to match how the records are kept. Additionally, she stated she removed

individual records and re-categorized them on the schedule to match how the records are filed in the office. She asked for any questions. No discussion was offered.

It was moved by Moriarty and seconded by Wilkerson to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – Police Department

Secretary Peet stated the Chief noted his changes in yellow highlight all of which are the same disposing of the paper once the electronic version is created and retaining the electronic record as the official record. She asked for any questions. No discussion was offered.

It was moved by Moriarty and seconded by Wilkerson to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Adjournment

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

The meeting was adjourned at 2:15 p.m.

These meeting minutes were approved on this 14th day of July 2021.



Shari Ma
Records Commission Secretary