

**NORTH RIDGEVILLE RECORDS COMMISSION  
MEETING MINUTES  
December 15, 2022**

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, Assistant Law Director Toni Morgan, and Assistant Clerk of Council Fijabi Gallam.

Auditor April Wilkerson was excused.

**Minutes from the June 28, 2022, Record's Commission meeting**

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

It was moved by Esper and seconded by Chairman Corcoran to approve the Records Commission Meeting Minutes dated June 28, 2022.

A voice vote was taken and the motion carried.

Yes – 2                  No – 0

**Approval of RC-2 – Mayor's Office**

The Assistant Clerk of Council remarked that the Mayor's Office updated the following:

- Updated the retention schedule numbers,
- Added “no longer administratively needed or supersede process” to some of the retention schedule lines that reference copies from other departments,
- Moved all of the employee files to the HR retention schedule, and
- Added the recording of video and social media retention schedule verbiage.

It was moved by Chairman Corcoran and seconded by Esper to approve RC-2 for the Mayor's Office.

A voice vote was taken and the motion carried.

Yes – 2                  No – 0

**Approval of RC-2 – Safety Service Director's Office**

The Assistant Clerk of Council remarked that the Safety Service Director's Office updated the following:

- Updated the retention schedule numbers,
- Added “no long administratively needed or supersede process” to some of the retention schedule lines that reference copies from other departments, and
- Moved all of the employee files to the HR retention schedule.

Chairman Corcoran wanted to know if the City receives Taxi Cab permits.

Mrs. Gallam explained that the City receives at least once a year. The regulations for Taxi Cab permits are still in the City of North Ridgeville Code.

It was moved by Chairman Corcoran and seconded by Esper to approve the RC-2 Safety Service Director's Office

A voice vote was taken and the motion carried.

Yes - 2            No - 0

**Additional Business**

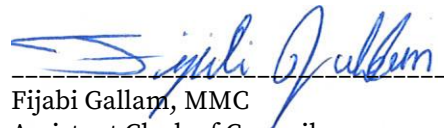
No additional business.

**Adjournment**

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

The meeting was adjourned at 2:05 p.m.

These meeting minutes were approved on the 13<sup>th</sup> day of July 2023.

A handwritten signature in blue ink, appearing to read "Fijabi Gallam", is written over a horizontal dashed line.

Fijabi Gallam, MMC  
Assistant Clerk of Council  
Records Commission Secretary