



CITY OF NORTH RIDGEVILLE



RECORDS COMMISSION MEETING MINUTES DECEMBER 15, 2015

Chairman Mayor Gillock called the meeting to order at 2:07 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, Deputy Auditor Teresa Machovina, Resident appointee Sandy Hall and Secretary Tara L. Peet, MMC.

Also present was Kevin Phillips of the Police Department.

Minutes from the July 28, 2015 Record's Commission meeting

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

Because Ms. Machovina was not yet present, the Chairman skipped the Auditor's schedule and moved to the Clerk of Council's schedule.

Discussion regarding Clerk of Council RC-2:

Mrs. Peet stated the only change to her schedule was the addition of agricultural application files.

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

Ms. Machovina entered the meeting.

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

Discussion regarding Auditor's RC-2:

Ms. Machovina stated her schedule had been antiquated and needed updated to include records that were not on her current schedule. The Commission went through each record individually for discussion. It was suggested to change "provided audited" to "following audit" throughout the schedule. Schedule number 2015-02 needed "electronic" added to media type. Schedule number 2015-04 needed "electronic" added to media type. Schedule number 2015-13 retention period was changed from 10 to 5 years. Schedule number 2015-17 needed "electronic" added to the media type.

Chairman Gillock asked for any more additions. No discussion was offered.

Moved by Crites and seconded by Hall to approve the Auditor's office RC-2 as amended.

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

Discussion regarding Police Department RC-2:

Mr. Phillips went through the changes to his schedule item by item. The Commission requested Schedule number 2015-03 to include the words "unless material to a criminal/civil action." Schedule number 2015-09 should read "hunting registration" rather than "hunting regulation".

Moved by Crites and seconded by Machovina to approve the Police Department RC-2 as amended.

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 2:37 P.M.

These meeting minutes were approved on this _____ day of _____, 2016.

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