

NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
June 26, 2024

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, Law Director Biran Moriarty, and Assistant Clerk of Council Fijabi Gallam.

Minutes from the December 18, 2023, Record's Commission meeting

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

Approval of RC-2 – Public Utilities Division

Director of Community Services Tara Peet requested the following changes.:

- Changed the number sequence for all record titles to reflect the current year, 2024.
- Schedule Number 2024-01:
 - Under Record Title, changed from "Adjustment cards" to " Adjustment Cards (no longer created)."
 - Under Retention Period, changed "Detroy paper once digitally stored" to "Permanent."
 - Under Media Type, removed "Paper."
- Schedule Number 2024-02:
 - Under media type, change "Paper" to "Electronic."
- Schedule Number 2024-03:
 - Under Record Title, Muni-Link/Invoice Cloud and Various billing/reading reports were added.
 - Under Retention Period, changed "3 years" to "Life of Software system."
- Schedule Number 2024-04:
 - Under Record Title, changed "Deposit slips" to "breakout/receipts from treasurer" and added "Deposit tickets/paper receipts."
 - Under Retention Period, changed "3 years" to "Destroy paper once digitally stored" and added "3 years following the annual financial audit";
 - Under media type, added "Electronic."
- Schedule Number 2021-05 – Did not change to a new schedule number:
 - Removed item in its entirety.
- Schedule Number 2021-06 – Did not change to a new schedule number:
 - Removed item in its entirety.

- Schedule Number 2021-07 – Did not change to a new schedule number:
 - Removed item in its entirety.
- Schedule Number 2024-06:
 - Under Record Title, replaced with “Onbase workflow (from Building and Engineering flows): special assessment requests, pending water meter scheduling, pending water meter installation, water permit information, and sewer tap inspection flow from engineering.”
 - Under Retention Period, changed “3 years” to “Life of the software system.”
- Schedule Number 2024-07:
 - Under Record Title, replaced with “Payment arrangements-agreed to arrangements to avoid shut off.”
 - Under Retention Period, changed “Permanent” to “Destroy after arrangement deadline.”
 - Under Media type, changed “Electronic” to “Paper.”
- Schedule Number 2024-08:
 - Under Record Title, removed “Payment arrangements-agreed to arrangements to avoid shut off” and added “Payment Stubs (from mail & in-house customer payments).”
 - Under Retention Period, changed “Destroyed once paper digitally scanned” to “Destroy once that month’s billing cycle is complete.”
 - Under Media Type, removed “Electronic.”
- Schedule Number 2024-09:
 - Under Record Title, added “Utility payment checks (scanned in through EZ check scanner.”
 - Under Retention Period, added “Destroy after the monthly billing cycle is complete.”
 - Under Media type, added “Paper.”
- Schedule Number 2021-11 – Did not change to a new schedule number:
 - Removed item in its entirety.
- Schedule Number 2021-12 – Did not change to a new schedule number:
 - Removed item in its entirety.

It was moved by Esper and seconded by Wilkerson to approve the RC-2 as corrected for the Utilities Division.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Approval of RC-2 – Engineering Division

The Assistant Clerk of Council remarked that the Engineering Division updated the following:

- Changed the number sequence for all record titles to reflect division items (ENG-XX).

- Schedule Number ENG-01:
 - Under Record Title, added “device.”
 - Under Retention Period, change “5 years until digitally stored” to “5 years until digitally stored.”
- Schedule Number ENG-02:
 - Under Retention Period, change “Performance” to “maintenance.”
- Schedule Number ENG-03:
 - Under Retention Period, Change “15 years after completion of the project” to “Permanent.”
- Schedule Number ENG-04:
 - Under Retention Period, added “3 years after letting of the contract and after the completion of the annual financial audit.”
- Schedule Number ENG-05:
 - “Culvert” was added under the Record Title.
- Schedule Number ENG-06:
 - “Culvert” was added under the Record Title.
 - Retention Period changed from “10 years” to “Life of Bridge.”
- Schedule Number ENG-07:
 - “City-let” was added under the Record Title.
- Schedule Number ENG-8:
 - New item added: Complaints and violation records (includes notices, notes, photos, etc.
- Schedule Number ENG-9:
 - New item added: Consumer Confidence Report.
- Schedule Number ENG-11:
 - New item added: Cross-connection surveys.
- Schedule Number ENG-12:
 - Under Record Title, replaced with “Daily deposit records.”
 - Under Retention Period changed from “3 years” to “5 years after the completion of the annual financial audit.”
- Schedule Number ENG-13:
 - Under Retention Period changed from “Dispose of once electronically scanned” to “Dispose of once scanned digitally stored.”
 - Under Retention Period changed from “3 years” to “Permanent.”
- Schedule Number ENG-14:
 - New item added: Deeds/Easements.

- Schedule Number ENG-15:
 - New item added: Deposit records (includes engineering re-inspection deposits, street opening deposits, plan review deposits, inspections deposits, etc.)
- Schedule Number ENG-16:
 - New item added: Engineering permit applications (including permits, drawings, permit fees, plan review comment letters and responses, inspection checklists, inspection checklists, and inspection reports.
- Schedule Number ENG-17:
 - Under Retention Period, changed from “Until approved or proposal rejected” to “Permanent.”
- Schedule Number ENG-18:
 - Under Retention Title changed to “Federal or state – let project files (agreements, plans, bid documents, inspection records, etc.).”
 - Changed retention period years from “5 years” to “Permanent after scanned.”
- Schedule Number ENG-20:
 - Under Retention Period, added “after refunded provided audited.”
- Schedule Number ENG-21:
 - Under Retention Period changed from “Discard paper drawings once scanned” to “Dispose of once digitally stored.”
- Schedule Number ENG-22:
 - New item added: Master Utility Studies (includes reports, supplemental data, etc.)
- Schedule Number ENG-23:
 - Under Retention Title, added “MS4” and removed “OEPA.”
 - Under Retention Period, changed from “Keep until electronically scanned” to “Dispose of once digitally stored,” and changed “3 years” to 10 “years.”
- Schedule Number ENG-24:
 - New item added: Municipal–owned property files.
- Schedule Number ENG-25:
 - New item added: Onsite investigation reports for cross-connection surveys.
- Schedule Number ENG-26:
 - The retention period changed “5 years” to “10 years.”
- Schedule Number ENG-27:
 - New item added: Right-of-way agreement.
- Schedule Number ENG-31:
 - Under Retention Title, added “reports”
 - Under Retention Period, changed from “Keep until electronically scanned” to “Dispose of once digitally stored” and changed “3 years” to “5 years.”

- Schedule Number ENG-33:
 - New item added: Street Opening/Right-of-way permit applications (includes permit, drawings, inspection reports, etc.)
- Schedule Number ENG-34:
 - New item added: Subdivision files (including developer/subdivider agreements, inspection records, etc.)

It was moved by Mayor Corcoran and seconded by Wilkerson to approve the RC-2 as corrected for the Engineering Division.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Approval of RC-2 – Building Division

The Assistant Clerk of Council remarked that the Building Division updated the following:

- Changed the number sequence for all record titles to reflect division items (BLDG-XX).
- Schedule Number BLDG-04:
 - Under Retention Period, “2 years after contract ” to “3 years after letting of the contract,” and removed “Complete” to add “completion of the project.”
- Schedule Number 2013-06 – No change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2013-07 – not changed to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number BLDG-06:
 - “Permanent ” for Building permit record books was removed, and “Dispose of once digitally stored” was added for the Media Type.
- Schedule Number 2013-09 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2013-10 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2013-13 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number BLDG - 09:
 - Under Record Title, removed “to include notes; photos,” and added “Complaints and violation records (includes notices, notes, photos, etc.).”

- Schedule Number BLDG - 13:
 - Under Retention Period, removed “1 year”, and added “Dispose of paper once digitally stored” and “permanent.”
 - Under Media Type, added “Electronic.”
- Schedule Number 2013-13 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2012-14 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number BLDG-20:
 - Under Records Title, removed “(Since 2009 – spreadsheet only).”
 - Under Retention Period, changed from “3 years” to “Dispose of Once digitally stored.”
- Schedule Number BLDG-21:
 - Under Media Type, added Electronic.
- Schedule Number BLDG-23:
 - Under Records Title, added “records.”
 - Under Retention Period, added “Permanent.”
 - Under Media Type, added “Electronic.”
- Schedule Number 2013-16 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2013-17 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2013-19 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number BLDG-28:
 - Under Records Title, added “Return receipts (certified mail).”
 - Under Retention Period changed from “Dispose of once compliant and no further action is required” to “Dispose of once digitally stored,” and added “Permanent.”
 - Under Media Type, added “Electronic.”
- Schedule Number BLDG-30:
 - Under Retention Period changed from “5 years following annual financial audit” to “Permanent.”
- Schedule Number BLDG-41:
 - Under Records Title added “(converted to BS&A software system).”

It was moved by Wilkerson and seconded by Esper to approve the RC-2 as corrected for the Building Division.

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 Older Adults Division updated the following:

- Changed the number sequence for all record titles to reflect the year items were changed.
- Schedule Number 2015-01:
 - Removed from retention schedule in its entirety.
- Schedule Number 2015-02 – not changed to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2024-01:
 - Under Records Title, changed “Files” to “Records.”
- Schedule Number 2024-02:
 - Under Records Title, changed to “Ridge schedule and Drive logos – to include daily schedule, driving logs, and ride sign-in sheet.”
 - Under Retention Period, changed from “Until no longer admin necessary” to “Three years.”
- Schedule Number 2024-03:
 - Under Media Type, removed “Paper.”
- Schedule Number 2024-05:
 - New item - General Liability Waivers – for participants in fitness activities and field trips.
- Schedule Number 2024-06:
 - New item - Refund Processing Forms – for when a refund is issued to a participant or for a room rental cancelation

It was moved by Wilkerson and seconded by Esper to approve the RC-2 for the Office for Older Adults.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Additional Business

Amending the Public Records Policy and section 222.03 Fees for Copies.

Assistant Clerk of Council Gallam requested an increase in copy fees, noting that they have not been updated since 2005. She mentioned that the proposed fees align with the average rates in nearby cities. Additionally, Mrs. Gallam highlighted a policy change allowing the Records Commission, rather than the City Council, to amend the fees.

The Commission agreed to forward the proposed legislation to the City Council for approval. The new Public Records Policy will be voted on at the next Records Commission meeting.

Law Director Moriarty recommended removing Section 4.3(a) Public Records Request Limitations from the Public Records Policy.

It was moved by Moriarty and seconded by Wilkerson to table the changes to the Public Records Policy until the December 2024 meeting.

A voice vote was taken and the motion carried.

Yes – 4

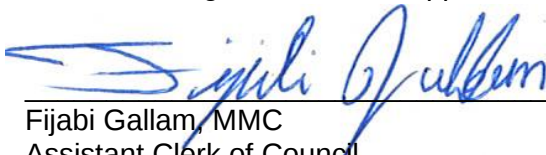
No – 0

Adjournment

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

The meeting was adjourned at 2:37 p.m.

These meeting minutes were approved on the 16th day of December 2024.



Fijabi Gallam, MMC
Assistant Clerk of Council
Records Commission Secretary