



CITY OF NORTH RIDGEVILLE



RECORDS COMMISSION MEETING MINUTES DECEMBER 12, 2011

Chairman Mayor David Gillock called the meeting to order at 2:00 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; Auditor, Chris Costin; Resident Appointee, Sandy Hall and Secretary, Tara L. Peet, CMC.

Also present was Safety Services Director, Jeffrey Armbruster and Lieutenant Todd Hilty.

Minutes from the June 13, 2011 Record's Commission Meeting

Mayor Gillock asked for any changes or additions to the meeting minutes. No discussion was offered. Mr. Crites moved to approve the meeting minutes as submitted. The motion was seconded by Ms. Hall. The motion was approved by voice vote, 4-0.

Approval of RC-1's

Mayor Gillock went through the changes to the Engineer's RC-1.

Ms. Peet stated the record was changed from a VHS tape to CD.

Mayor Gillock asked if the record was still in existence then.

Ms. Peet stated yes, but on CD now.

Mr. Crites moved to approve the Engineering RC-1 as submitted. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Approval of RC-2's

Mr. Crites suggested providing a motion for each schedule.

Discussion was held on the Clerk of Council RC-2 without any changes to be noted.

Mr. Crites moved to accept the Clerk of Council's RC-2 as submitted. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock went through the changes to the Board of Building and Zoning Appeals RC-2. No discussion was offered.

Mr. Crites moved to approve the Board of Building and Zoning Appeals RC-2 as submitted. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock went through the changes to the All City General RC-2.

Changes were made to the following:

- a) 2011-08 - the retention period for persons not hired was changed to one year and no RC-3 is required;
- b) 2011-10 – the retention period was changed to read “1 year following annual financial audit”;
- c) 2011-06 – the retention period was amended to add “and not otherwise required by grant document”;
- d) 2011-07 - the retention period was changed from two years to five years;

Mr. Costin proposed a motion to change all schedules in which their retention periods refer to “until audited” to now read “following annual financial audit”. The motion was seconded by Mr. Crites. The motion carried by voice vote, 4-0.

Mayor Gillock asked for a motion to approve the All City General RC-2 as amended. The motion was moved by Mr. Crites. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock went through the changes to the Engineering RC-2.

Ms. Peet noted that 11-04 can be removed since it is now on the All City General RC-2.

Mr. Crites proposed a motion to approve the Engineering RC-2 as amended. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock introduced the French Creek Waste Water Treatment Plant schedule.

Ms. Peet noted this was a brand new schedule and probably needed further review.

Mayor Gillock proposed a motion to table the French Creek Waste Water Treatment Plant schedule to the next Records Commission meeting so as to have further discussions and review with the staff at French Creek. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock went through the changes to the Law Department RC-2. No discussion was offered.

Mr. Crites proposed a motion to approve the Law Department RC-2 as submitted. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock went through the changes to the Mayor’s Court RC-2.

Ms. Peet noted that 99-7 can come off since it was previously put on an RC-1 and that she will change the language regarding audits and retention.

Mr. Crites proposed a motion to approve the Mayor’s Court RC-2 as amended. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock went through the changes to the Mayor’s Office RC-2.

Mr. Armbruster asked why some are paper only since eventually all documents will be scanned into OnBase.

Ms. Hall stated “electronic” will be added to the media type of each document.

Mr. Crites moved to approve the Mayor’s Office RC-2 as amended. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock went through the changes to the Parks & Rec RC-2. No discussion was offered.

Mr. Crites proposed a motion to approve the Parks & Rec RC-2 as submitted. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock went through the changes to the Planning Commission RC-2.

Mayor Gillock stated that meeting checklists are internal and don’t need to be on the schedule.

Mr. Crites agreed that it is not a public record but rather just notes for the Deputy Clerk.

Mr. Costin asked why 06-7 “reports” was retained until no longer of administrative value.

Mayor Gillock asked what sort of reports these were.

Ms. Peet stated they were reports to Council and once approved by Council, they were no longer needed because the information would be in the Planning Commission meeting minutes.

Mayor Gillock asked Ms. Peet to look into the clarification of 06-7.

Mr. Crites proposed a motion to approve the Planning Commission RC-2 as amended. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock went through the changes to the Police Department RC-2.

Mayor Gillock asked Ms. Peet to work with the Chief on clarification to 2011-09.

Ms. Hall stated that 2011-15 are just copies and the Mayor’s Office holds the originals. “Copies “was added to the description and “until no longer of administrative value; no RC-3 required” was changed for the retention period.

Mayor Gillock stated that 2011-24 the media type should read “paper, electronic” so it is not so confusing.

Mr. Armbruster stated that 2011-16, the retention period should have language that states “no RC-3 required.”

Mr. Crites stated that on 2011-21 it was best to change the retention period of misdemeanor’s from two to three years.

Ms. Peet stated that 2011-12 could be removed since it is now on the All City General schedule.

Ms. Hall stated that 2011-17 should state “copies” in the description and the retention period should read “until no longer of administrative value; no RC-3 required” since the Mayor’s Office holds the originals.

Mr. Crites proposed a motion to approve the Police Department RC-2 as amended and to gain clarity on 2011-09. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock went through the changes to the Safety Service Director's Office RC-2.

Mr. Armbruster noted everything under media type that is only paper should read paper, electronic. He also stated that 2011-03 should read under retention period "until superseded by new contract".

Mr. Crites proposed a motion to approve the Safety Service Director's Office RC-2 as amended. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Mayor Gillock went through the changes to the Utilities Department RC-2.

Mr. Costin suggested changing the retention periods for 2010-01, 2011-02, 2011-04 and 2011-05 to five years.

Mr. Crites proposed a motion to approve the Utilities Department RC-2 as amended. The motion was seconded by Ms. Hall. The motion carried, 4-0.

Approval of RC-3 Mayor's Office

Ms. Peet noted the Commission does not need to approve this, however, she provided it to the Commission just so they know what it being disposed of.

Record's Laws

Mr. Crites suggested adopting the Auditor of State's records log. Mr. Crites suggested placing the records log on the next agenda for further discussion.

Adjournment

Chairman Gillock asked for any further discussion. No further discussion was offered. Chairman Gillock adjourned the meeting at 3:30 P.M.

These meeting minutes were approved on this _____ day of _____, 2012.

Mayor David Gillock, Chairman

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