



CITY OF NORTH RIDGEVILLE



RECORDS COMMISSION MEETING MINUTES DECEMBER 11, 2012

Acting Chairman Anthony Hatmaker called the meeting to order at 2:03 P.M. in the Mayor's Conference Room at North Ridgeville City Hall, 7307 Avon Belden Road.

Present was Acting Chairman, Anthony Hatmaker; Law Director, Andrew Crites; Auditor, Chris Costin; Resident Appointee, Sandy Hall and Secretary, Tara L. Peet, CMC.

Minutes from the June 20, 2012 Record's Commission Meeting

Acting Chairman Hatmaker made note that on page two, paragraph two; "coy" should read "copy." No further corrections or additions were noted. It was moved by Law Director Crites and seconded by Auditor Costin to approve the minutes as corrected. A voice vote was taken and the motion carried, 4-0.

Approval of RC-2's

Mrs. Peet discussed the changes to the Civil Service Commission retention schedule. Mrs. Peet asked for any discussion on the changes. No discussion was offered. Law Director Crites moved to approve the schedule as submitted. The motion was seconded by Mrs. Hall. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Treasurer's retention schedule. Mrs. Peet asked for any discussion on the change. No discussion was offered. Law Director Crites moved to approve the schedule as submitted. The motion was seconded by Mrs. Hall. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the change to the Law Department's retention schedule. Mrs. Peet asked for any discussion on the changes. Mrs. Peet stated she believed the added informal electronic legal opinion should be eliminated off the schedule. Law Director Crites stated in the future he could make electronic emails with legal opinions more formal and retain for a permanent period of time. Auditor Costin moved to approve the schedule as submitted. The motion was seconded by Mrs. Hall. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Adjournment

Acting Chairman Hatmaker asked for any further discussion. No further discussion was offered. Acting Chairman Hatmaker adjourned the meeting at 2:21 P.M.

These meeting minutes were approved on this _____ day of _____, 2013.

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