



CITY OF NORTH RIDGEVILLE



RECORDS COMMISSION MEETING MINUTES December 10, 2018

Chairman Mayor Gillock called the meeting to order at 2:00 p.m. in the City Hall Conference Room at North Ridgeville City Hall, 7307 Avon Belden Road.

Commission members present were Chairman Mayor David Gillock, Law Director Brian Moriarty, Auditor Jeffrey Wilcheck and Secretary Tara L. Peet, MMC.

Excused was Resident appointee Sandy Hall.

Also present was Treasurer, Brian Keller.

Minutes from the July 26, 2018 Record's Commission meeting

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

Discussion on Building Department RC-2:

Assistant Clerk of Council Tara Peet went through the suggested changes to the RC-2 schedule. She stated 2018-01 removed the long term keeping of paper and allows disposal once digitally scanned. She also noted that return receipts were broken out into a new record for a shorter retention period indicated in schedule number 2018-02.

Moved by Auditor Wilcheck and seconded by Law Director Moriarty to approve the schedule as submitted.

A voice vote was taken and the motion carried.

Yes – 3

No – 0

Discussion on Treasurer's RC-2:

Assistant Clerk of Council Peet asked Treasurer Keller to go through his schedule and review the changes.

Treasurer Keller went through his schedule and stated he condensed and cleaned up duplicates of records throughout the schedule. He stated it was his goal to reduce and eliminate paper in his office. He noted he combined records in the insurance bracket and reduced quotes to three years. He combined employee personnel files. He noted that he removed some of the life insurance records and combined them as well as reduced the retention period from five to three years.

Treasurer Keller stated he combined several of the workers compensation records. He increased the retention period on tax abatement records. He stated the fleet management records were condensed. He also stated that he removed the revolving loan fund.

Law Director Moriarty stated he recently read that termination records need to be kept for six years.

Treasurer Keller stated 2018-31 should read three years from date of quote rather than five.

Moved by Law Director Moriarty and seconded by Mayor Gillock to approve the schedule as amended.

A voice vote was taken and the motion carried.

Yes – 3

No - 0

Discussion on Utilities Department RC-2:

Assistant Clerk of Council Peet stated 2018-01 was added to the schedule to destroy paper checks once they are electronically scanned and then the electronic record is kept three years.

Treasurer Keller noted that right now his office is holding the checks in their fire proof safe for the Utilities Department.

Moved by Law Director Moriarty and seconded by Auditor Wilcheck to approve the schedule as submitted.

A voice vote was taken and the motion carried.

Yes – 3

No – 0

Adjournment

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

The meeting was adjourned at 2:19 p.m.

These meeting minutes were approved on this ____ day of _____ 2019.

Tara L. Peet, MMC
Clerk of Council – Secretary