CITY OF NORTH RIDGEVILLE

RECORDS COMMISSION MEETING MINUTES
DECEMBER 5, 2016

Chairman Mayor 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 Jeffrey Wilcheck, Resident appointee Sandy Hall and Secretary Tara L. Peet, MMC.

Also present was Engineer Scott Wangler, Treasurer Tim Pope and IT Director Dean Priebe.

Minutes from the December 15, 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.

Discussion regarding Civil Service RC-2:
Mrs. Peet discussed the changes to the rules and regulations for Civil Service. Paper will be disposed of once scanned electronically and the electronic copy will be kept permanently.

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

A voice vote was taken and the motion carried, 4-0.

Discussion regarding Computer Services RC-2:
Mr. Priebe went through each suggested change to his schedule. He suggested deleting 2014-01 as there was no way to create such a report; deleting 2014-02 as the item did not exist; and 2014-03 stating the records are supported by the vendor. The Commission suggested making the retention period for 2016-01 read "until no longer of administrative value". The Commission also suggested the language for the quotations under 2014-05. The Commission requested that bids (successful) under this record series be changed to eight years from completion of contract and bids (unsuccessful) are retained three years after letting of contract.

Mr. Priebe removed 2014-06 as it is covered under the All City General schedule. Mr. Priebe removed 2014-07 as the documentation is provided online.

Mr. Priebe suggested removing 2014-08. Mayor Gillock stated that has to be on the schedule. Mr. Priebe explained that the backup policies vary and there are gaps in recovery capability based on the amount of time a file exists in a location.

Mayor Gillock suggested Mr. Priebe revise the retention period.

Mr. Priebe stated he would. He continued on with the suggestion of removing 2014-09 citing there was no way to keep such records. In 2014-10 the Commission asked that the retention period read “until no longer of administrative value” to be consistent throughout.

2016-03 was added new to the schedule.

Mrs. Peet asked if employees needed to be saving and storing sent and received email per the All City General schedule.

Mr. Priebe stated there was no need as he has everything backed up and the Law Department sends all email record requests to him for retrieval.

> Moved by Crites and seconded by Hall to approve the Computer Services RC-2 as amended.

A voice vote was taken and the motion carried, 4-0.

Discussion regarding Engineering RC-2:
Mrs. Peet stated the suggested change was to daily inspection reports to dispose of paper once scanned and keep the electronic copy three years after audited.

The Commission suggested changing the retention period to three years.

> Moved by Crites and seconded by Wilcheck to approve the Engineering RC-2 as amended.

A voice vote was taken and the motion carried, 4-0.

Discussion regarding Police Department RC-2:
Mrs. Peet stated “officer proficiency tests” were added. 2011-16 was removed as the record is no longer generated. 2015-11 – jail – “denial of inmate claim from hospital” was added. The Commission asked for clarifications from Captain Morrow via the telephone and changed the record title to “arrested medical bills”. Jail laundry receipts were also added as a record under “jail”.

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

A voice vote was taken and the motion carried, 4-0.

Discussion regarding Service Department RC-2:
Mrs. Peet stated OUPS reports were changed from five to two years and storm water management reports were added as a record.

Moved by Hall and seconded by Crites to approve the Service Department RC-2 as submitted.

A voice vote was taken and the motion carried, 4-0.

Discussion regarding Treasurer's RC-2:

Mr. Pope noted recycle grants should be removed from his schedule as he does not keep them. Mr. Pope noted that completed drug testing forms were added to the schedule but added they were only kept electronically. He further felt that shouldn't be on the schedule as they were protected by HIPPA.

Mr. Crites stated they still needed to be retained and listed on the schedule.

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

A voice vote was taken and the motion carried, 4-0.

Discussion regarding Law Department RC-3:

Mrs. Peet noted the Commission is not required to take action on the RC-3 but is just sharing the information with the Commission.

Adjournment

Chairman Mayor Gillock asked for any further discussion. No further discussion was offered. Chairman Mayor Gillock adjourned the meeting at 2:40 P.M.

These meeting minutes were approved on this ___ day of ____________ 2017.

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