

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
JUNE 16, 2025**

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 16, 2024, Records Commission meeting

Chairman Corcoran asked for any corrections to the meeting minutes.

It was moved by Esper and seconded by Wilkerson to approve the meeting minutes dated December 16, 2024.

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:

- Schedule Number 2025-11:
 - Added new schedule number and record title for Lockboxes.
 - Under Retention Period - Two years.
 - Media type – Electronic.

- Schedule Number 2025-12:
 - Added new schedule number and record title for Room Rental Agreements.
 - Under Retention Period - Two years.
 - Media type – Electronic.

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

Approval of RC-2 – Mayor’s Court

The Assistant Clerk of Council remarked that the Mayor’s Court updated the following:

- Schedule Numbers1:
 - Changed all schedule numbers to reflect 2025.

- Schedule Number 11-3:
 - Changed schedule number to 2025-3.

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- Under Retention Period – Changed from 5 years to 25 years following annual financial audit.
- Schedule Number 11-5:
 - Changed schedule number to 2025-6.
 - Under Retention Period – Changed from 5 years to 10 years following annual financial audit.
- Schedule Number 11-7:
 - Changed schedule number to 2025-7.
 - Under Retention Period – Changed from 5 years to 7 years following annual financial audit.

It was moved by Moriarty and seconded by Wilkerson to table the RC-2 until the next Records Commission Meeting for Mayor's Court to revise the RC-2 in its entirety because of discrepancies in schedule numbers and inconsistencies.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Discussion: Public Records Policy/Fees Charge \$75.00 per hour for the preparation, review, redaction, and any other associated costs related to video records in accordance with Am. Sub. House Bill No. 315.

Law Director Moriarty remarked that the fees currently being charged need to be addressed. The fee is not outlined in the Records Policy, and there is a need to implement it, effective as of the date the State legislation was passed. Other agencies have proven the fee to be useful. When agencies look for videos, they see the price tag associated with it and are deterred from requesting the video due to the time it takes to obtain it.

Mayor Corcoran wanted to know if there was legislation that authorized the charge.

Assistant Clerk of Council Fijabi Gallam explained that there is currently no legislation establishing this fee as a City requirement; therefore, the \$75.00 per hour is not included in the Records policy. The authorized fee was approved at the state level on April 3, 2025, to permit municipalities to charge \$75.00 per hour. City Council adopted legislation allowing the Records Commission to amend the fees in the policy as needed.

Mayor Corcoran stated that the discussion and motion would be a policy change, not a legislative change.

It was moved by Moriarty and seconded by Wilkerson to add \$75.00 per hour for the preparation, review, redaction, and any other associated costs related to video records in accordance with Am. Sub. House Bill No. 315 to the fee schedule for the Records Commission's Public Records Policy.

A voice vote was taken, and the motion carried.

Yes – 4

No – 0

It was moved by Moriarty and seconded by Wilkerson to amend his prior motion to add, "with retroactive effect starting April 3, 2025."

A voice vote was taken, and the motion carried.

Yes – 4 No – 0

It was moved by Mayor Corcoran and seconded by Moriarty to amend the fee schedule for the Records Commission's Public Records Policy by adding \$75.00 per hour for the preparation, review, redaction, and other associated costs for video records in accordance with Am. Sub. House Bill No. 315, with retroactive effect starting April 3, 2025.

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 2:12 p.m.

These meeting minutes were approved on the 1st day of December 2025.



Fijabi Gallam, MMC
Assistant Clerk of Council
Records Commission Secretary