

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
December 16, 2024**

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, Assistant Law Director Toni Morgan, and Assistant Clerk of Council Fijabi Gallam.

Minutes from the June 26, 2024, Records Commission meeting

Chairman Corcoran asked for any corrections to the meeting minutes.

It was moved by Moriarty and seconded by Wilkerson to approve the meeting minutes from the June 26, 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 2024-02:
 - Under Records Title, changed to “Transportation – to include daily schedules.”
 - Under Retention Period, changed from “Three years” to “Three years after annual audit.”
- Schedule Number 2024-07:
 - Added new schedule number and record title for Driver logs – to include route information and service verification.
 - Under Retention Period - Three years after annual audit.
- Schedule Number 2024-08:
 - Added new schedule number and record title for ODA Form 0008 Daily Vehicle inspection logs.
 - Under Retention Period - Three years after annual audit.
- Schedule Number 2024-09:
 - Added new schedule number and record title for Home Delivered Meals – Client assessment/re-assessment, Release of information.
 - Under Retention Period - Three years after annual audit.
- Schedule Number 2024-10:
 - Added new schedule number and record title for ODA Form 0010 nutritional health Assessment and service delivery records.
 - Under Retention Period - Three years after annual audit.

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

Additional Business

Public Records Policy with fees for copies.

Assistant Clerk of Council Gallam noted that the City Council adopted Ordinance number 2024-71, allowing the Records Commission to determine the fees for copies, as legislative approval of fees is not required.

It was moved by Chairman Corcoran and seconded by Esper to adopt the Public Records Policy with the amended changes.

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 this 16th day of June 2025.



Fijabi Gallam, MMC
Assistant Clerk of Council
Records Commission Secretary