



# CITY OF NORTH RIDGEVILLE



## RECORDS COMMISSION MEETING MINUTES JULY 28, 2015

Chairman Mayor Gillock called the meeting to order at 2:07 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 Chris Costin and Secretary, Tara L. Peet, MMC.

Sandy Hall was absent.

### **Minutes from the December 18, 2014 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 Engineering RC-2:**

Mrs. Peet presented the Engineering schedule and stated the things highlighted in yellow and denoted with the year 2015 are additions to the schedule. She asked for any comments or questions? No discussion was offered.

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

A voice vote was taken and the motion carried, 3-0.

Andrea Palacios, 5866 Deborah Dr. asked if "sanitary sewer inspections and camera files" were part of French Creek.

Chairman Mayor Gillock stated no and added these are the records regarding the inspection of sewers in the City. The City keeps records of inspections, dye testing, etc. regarding sewers.

### **Discussion regarding French Creek Wastewater Treatment Plant RC-2:**

Mrs. Peet presented the French Creek RC-2. She noted that some records were eliminated and included in another record series as the department has been going through boxes of old records and realized the schedule should match the way they file.

Andrea Palacios, 5866 Deborah Dr. asked why the video recordings were only kept seven days when there was discussion a few meetings back about keeping it thirty days.

Law Director Crites noted the system can only hold so much video and then it is overwritten.

Mrs. Peet noted there was discussion about the retention period via email between the Superintendent, the Mayor and herself and the agreed upon retention period was seven days due to the maximum capacity their software holds.

Chairman Mayor Gillock stated the 2015-02 and 2015-03 retention periods did not make sense. He suggested removing three years from the paper version to read “until electronically filed”.

Moved by Crites and seconded by Costin to approve the amended RC-2 schedule for French Creek as amended.

A voice vote was taken and the motion carried, 3-0.

**Discussion regarding Office of Older Adults RC-2:**

Mrs. Peet stated the schedule has not changed other than to offer greater detail of the record.

Auditor Costin questioned whether or not Senior’s, Inc. should be listed on the schedule as it has nothing to do with the City.

Law Director Crites and Mayor Gillock felt the records should remain listed. Mayor Gillock noted he would have a discussion with Rita Price.

Auditor Costin noted the City doesn’t have a financial reporting requirement for Senior’s, Inc.

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

A voice vote was taken and the motion carried, 3-0.

Chairman Mayor Gillock stated in the future, he would like to have the department heads present to discuss their schedule.

**Discussion regarding Parks and Recreation RC-2:**

Mrs. Peet noted that some records were removed and categorized into another series.

Law Director Crites stated he thought there was an Ordinance created to do away with the requirement to register bikes.

Chairman Mayor Gillock stated he didn’t agree with the bicycle license retention as a year as it would be too short.

Mrs. Peet stated a copy of the record goes to the Police Department, but the original record holder is the Parks and Recreation Department.

Chairman Mayor Gillock stated he would get with Chief Freeman and Parks and Recreation Director Fougousse to see what is done in regard to bicycle registrations/licenses. He further noted that if a bike is stolen and it is registered, it would not make sense to keep it only one year.

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

A voice vote was taken and the motion carried, 3-0.

**Discussion regarding Police RC-2:**

Mrs. Peet presented the Police RC-2.

Chairman Mayor Gillock asked in regard to 2015-01, where the record was that had the title on the schedule "case jacket/report". Mrs. Peet stated she thought this was in reference to "offense reports" and the file they are kept in.

Chairman Mayor Gillock asked that the Police Chief be contacted in regard to this record to clarify that case jackets/reports are the offense reports.

Auditor Costin asked to see if the Police Department is keeping the copies of the bicycle licenses/registration longer than a year and asked to see if the Parks and Recreation Department could just keep them electronically in their computer software program.

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

A voice vote was taken and the motion carried, 3-0.

**Discussion regarding Safety-Service Director RC-2:**

Mrs. Peet stated there was only one addition to this schedule and that was "request for proposals – unsuccessful".

Law Director Crites stated it is important to hold the record longer because of potential lawsuits regarding malfeasance, conclusion or fraud. He suggested changing the retention period from "dispose once contract is awarded" to "2 years". Auditor Costin also suggested keeping the record electronically.

Moved by Chairman Mayor Gillock and seconded by Crites to approve the schedule with the two amendments.

A voice vote was taken and the motion carried, 3-0.

**Adjournment**

Chairman Mayor Gillock asked for any further discussion. No further discussion was offered. Chairman Mayor Gillock adjourned the meeting at 2:50 P.M.

These meeting minutes were approved on this \_\_\_\_\_ day of \_\_\_\_\_,  
2015.

---

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