



CITY OF NORTH RIDGEVILLE



RECORDS COMMISSION MEETING MINUTES

July 26, 2018

Chairman Mayor Gillock called the meeting to order at 2:02 p.m. in the Mayor's 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, Resident appointee Sandy Hall and Secretary Tara L. Peet, MMC.

Also present was Treasurer, Brian Keller.

Minutes from the December 11, 2017 Record's Commission meeting

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

Discussion on BZBA RC-2

Assistant Clerk of Council Tara Peet went through the suggested changes to the RC-2 schedule. She stated 18-01 was expanded to include the type of case files the office kept. It also changed the paper retention to five years and made the electronic version permanent. Ms. Peet explained that 18-02 added a record she created as a measure to show proof of when notices were mailed due to a situation that occurred in her office.

Mayor Gillock stated he didn't think it was a record and didn't feel it should be on the retention schedule.

Assistant Clerk of Council Peet stated it does meet the three pronged definition of a record and it is a record.

Andrea Palacios, 5866 Deborah Dr. stated she felt it would be best to list the record on the retention schedule as residents don't know what type of records exist.

Assistant Clerk of Council Peet stated 18-03 removes cassette tapes from the schedule and 18-04 is new to the schedule.

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, 4-0.

Discussion on Building Department RC-2

Assistant Clerk of Council Peet stated the only change to the schedule was the addition of detail in 2018-01.

Moved by Auditor Wilcheck and seconded by Ms. Hall to approve the schedule as submitted.

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

Discussion on Planning Commission RC-2

Assistant Clerk of Council Peet stated the changes to this schedule were very similar to the BZBA schedule. 18-01 gave a better description of the type of case files and changed the retention period for electronic to permanent. 18-02 added detail to the type of cases Planning Commission has mailing lists for and it also added the copies of mailed envelopes to the schedule.

Mayor Gillock stated on 18-03 the paper retention should read “ten years provided no action pending” to be consistent.

Assistant Clerk of Council Peet stated 18-04 is adding the record to the schedule.

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

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

Discussion on Treasurer’s Department RC-2

Treasurer Keller went through the changes of his schedule line by line. He indicated he edited most of the document as he has been going through all the records in his office.

Mayor Gillock indicated all paper documents that have an electronic retention should have a retention period of “dispose of paper once digitally scanned.”

Some of the records were combined and retention periods reduced.

The Mayor noted that after the changes are made he would like to see the schedule.

Adjournment

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

The meeting was adjourned at 3:15 p.m.

These meeting minutes were approved on this ____ day of _____ 2018.

Tara L. Peet, MMC
Clerk of Council – Secretary