

CITY OF WILLOUGHBY HILLS  
RECORDS COMMISSION  
MEETING MINUTES OF JULY 18, 2014

Meeting called to Order at 9:40 a.m.

Present: Chairman Robert Weger, Member Thomas Lobe, Member Frank Cihula, Police Chief Collins, Debbie Semik (Executive Assistant to Police Chief Collins), Clerk of Courts Janeen Mullin, Building Commissioner Fred Wyss

Absent: Member Frank Brichacek

Motion made by Thomas Lobe to excuse the absence of Frank Brichacek.

Seconded by Chairman Weger.

Vote: 3 AYES – unanimous MOTION PASSES. Frank Brichacek is excused.

Present from Public: Robert Kowalsky

Approval of the Minutes of 10/18/13 meeting:

Motion made by Thomas Lobe to approve the minutes of 10/18/13 meeting.

Seconded by Frank Cihula.

Vote: 3 AYES–unanimous. MOTION PASSES. Minutes of 10/18/13 meeting approved.

New Business:

Approval of RC2 for WHPD

Mrs. Semik advised the Commission that she had taken her guidelines off of OACP recommendations for RC2. It is her intent to make application in order to clean up the Records Room in WHPD. There is an abundance of obsolete records dating back to the 1950's. The old boxes from previous inspection have been re-inventoried by PD officers assigned to light duty. We have specific cold case record files that we will maintain in perpetuity or till case is solved.

Mr. Lobe advised that in lieu of the green mail receipt cards, the Court now accepts on-line delivery confirmations. The procedure for the destruction of the records by way of a shredding company was discussed.

Mr. Cihula made a motion to approve the revised RC-2 presented by WHPD.

Mr. Lobe seconded the motion.

Vote: 3 AYES – unanimous. MOTION PASSES. WHPD Revised RC2 is approved.

Approval of RC2 for Mayor's Court

Mrs. Mullin advised the Commission that she has used the Supreme Court's procedure to prepare her RC2 document. While this procedure may have created a difficulty in the Commission's review, Mr. Lobe agreed that it was the better guideline to use. Mr. Cihula had reviewed the 10/22/13 document previously with Mrs. Mullin.

Mr. Lobe made a motion to approve the revised RC-2 presented by Mayor's Court.

Mr. Cihula seconded the motion.

Vote: 3 AYES – unanimous. MOTION PASSES. Mayor's Court Revised RC2 is approved.

