

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.

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

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 accept the revised RC-2 presented by WHPD.

Mr. Lobe seconded the motion.

Vote: 3 AYES – unanimous MOTION PASSES

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 accept the revised RC-2 presented by Mayor's Court.

Mr. Cihula seconded the motion.

Vote: 3 AYES – unanimous MOTION PASSES

Old Business:

Status of Council Clerk's RC-2

Commission was advised that Mrs. Savage met with Mr. Lobe to discuss the RC-2 and should be available for the next Records Commission meeting to present this to the Commission.

Other RC-2s to be reviewed:

Recreation - Gloria Majeski will work with Denise Edwards to identify records to be sent for destruction.

Finance – Current RC-2 is in place, but must be executed to clear the basement storage areas. Finance Dept. will be invited to next meeting to expedite this.

Service Dept. – Will get RC-2 policy from City of Wickliffe to be able to create our own RC-2 for this department.

Building Dept. – Mr. Cihula was disappointed that Mr. Wyss just copied from the International Code and did not make it department specific to the City of Willoughby Hills. Gloria Majeski will get RC-2 policy from City of Wickliffe to be able to create our own RC-2 for this department.

BZA – Mr. Cihula to work with Clerk to get this done.

PC-ABR – Mr. Cihula to work with Mrs. Schryer and Clerk to get this done.

Public Portion:

Public Portion opened at 10:15 a.m.

- 1) Mr. Robert Kowalsky, 2595 Timberline Drive, Willoughby Hills, OH 44094
Wants Public Record of RC-2s of all departments; Asked if it would be better to shred these records “in house.”

Public Portion closed at 10:20 a.m.

Chairman Weger explained how much more economical it was to outsource the shredding since we do not have a “high volume” shredder at City Hall.

Adjournment:

Motion to adjourn by Mr. Lobe.

Seconded by Mr. Cihula

Vote: 3 AYES – unanimous MOTION PASSES.

Meeting Adjourned at 10:34 a.m.

Respectfully Submitted: _____
Gloria Majeski, Secretary

July 21, 2014

Approved: _____
Robert Weger, Chairman

Date