

CITY OF WILLOUGHBY HILLS
RECORDS COMMISSION
MEETING MINUTES OF MAY 2, 2019

Meeting called to Order at 2:04 pm.

Present: Chairman Robert Weger, Member Frank Cihula, Law Director James R. O’Leary
Also Present: Building/Service Department Clerk Denise Edwards and Police Chief Executive Assistant Debbie Semik

Approval of the 4/11/19 Records Commission Meeting Minutes:

Motion made by Frank Cihula to approve the 4/11/19 Records Commission Meeting Minutes, as submitted.

Seconded by Mayor Weger.

All AYES.

MOTION PASSES.

New Business:

The Service Department RC2 was reintroduced to the Commission. It had been reviewed at the 4/11/19 meeting; however, there was discussion concerning the retention period of Item SVC-016- Damage to Public Property.

Law Director O’Leary suggested that he would prefer the retention period to read “7 years, providing no legal action is pending” rather than the previously submitted “3 years, providing to legal action is pending” given the statute of limitations.

All members agreed with Law Director O’Leary to amend the Service Department RC2 to reflect that time period.

Motion made by Frank Cihula to approve the Service Department RC2 as amended.

Seconded by Mayor Weger.

All AYES.

MOTION PASSES.

Mayor’s Office previously submitted RC2 was discussed following receipt of an email dated April 24, 2019, from Amanda Rindler of the Ohio Historical Society. In her email, Amanda suggested review of item MAY-030 Mail (Registered & Certified) that was submitted on the RC-2. She indicated that the retention period (1 year after undeliverable) “probably will not meet our needs” because the retention period for MAY-031 was “until no longer of administrative value.” Discussion ensued regarding changing MAY-030 to match MAY-031.

Motion made by Law Director O’Leary to amend the Mayor’s Office RC2, Item MAY-030, to read “until no longer of administrative value.”

Seconded by Mayor Weger.

All AYES.

MOTION PASSES.

Public Portion opened at 2:20 p.m.

Police Chief Executive Assistant Debbie Semik inquired about use of the RC2 and RC3 forms as they relate to our obligations to report what is being disposed of to the Ohio Historical Society. She was unsure if the Commission had to be notified of what was being disposed of.

Law Director O'Leary stated that it is "good practice" to have a record of what is being disposed of. Further, he recommended maintaining a list of records in a designated "Record Retention Binder."

Discussion ensued regarding creating a policy for this procedure of:

- Maintaining a list of what is being disposed of
- Maintaining the list of what is being disposed of in a designated Records Retention binder.
- Keeping a copy of the forms (RC2 and RC3) to be used in the binder.
- Adding any other policy/procedure relevant to records retention for ALL departments to mimic.
- Routine scheduling of a Shred Day to rid the city of scheduled municipal records (in addition to it being an event for residents) at least on an annual basis.

There was discussion about the possibility of taking our records "off site" for disposal or shredding at another location, as had been done many, many years ago in the past (per Frank Cihula). Mayor and Law Director O'Leary suggested that this would not be recommended, given the confidential nature of our records and the fact that we offer a yearly Shred Day. Debbie Semik inquired about "permitted items to be shred by our shredding vendor." She was advised that prior to Shred Day, the Departments will be given a list of "acceptable shred items." In the past, this list has been very inclusive of any records we may need to destroy.

Public Portion closed at 2:30 p.m.

ADJOURNMENT:

Law Director O'Leary made a motion to adjourn. Seconded by Frank Cihula. Meeting adjourned at 2:30 p.m.

Respectfully Submitted: _____
Gloria Majeski, Secretary

Approved: _____
Robert Weger, Chairman

_____ Date