

**MINUTES**  
**City of Willoughby Hills, Ohio**  
**Records Commission**  
**October 18, 2013**

Convene: 3:08 p.m.

Present: Mayor Robert Weger, Chairman; Law Director Thomas Lobe; Finance Director Frank Brichacek; Frank Cihula, Citizen Appointee; Gloria Majeski, Secretary

Absent: None

MOTION BY TOM LOBE, seconded by Frank Brichacek, to appoint Gloria Majeski as Secretary of the Records Commission.

Voice Vote: Ayes unanimous. MOTION PASSES.

MOTION BY TOM LOBE, seconded by Frank Cihula to approve the minutes of the Records Commission meeting of November 12, 2003.

Voice Vote: Ayes unanimous. MOTION PASSES.

Frank Cihula reviewed the procedures of the departments to review their records applicable to the RC-2. Some departments (Mayor's Court, Finance-Payroll, Finance-Personnel and Finance-Financial Records) already have an RC-2 on file, but House Bill 153 requires these departments to submit a new RC-2 to Local Government Records Division to avoid items having to be included on the RC-3. He suggested all departments be notified of this. Tom Lobe suggested preparing a Public Records Request from the City of Solon (Christine Papa) for their RC-2 schedule for all departments, excluding Mayor's Court. Our Mayor's Court will need to acquire that same document from another applicable Mayor's Court. Gloria Majeski will prepare the Public Records Request to City of Solon. Each department will then be given that information to review to update their RC-2. Upon receipt of the information, each department will be given 30 days to update their RC-2. An Inventory Sheet will also be provided to each department to assist in their records policy review. The Records Commission will then meet back in 45 days after that information is received to review the RC-2 updates.

A review of the RC-2 submitted by Mayor's Office and Police Department ensued with the following comments from Frank Cihula:

1) Mayor's Office

Suggestions: Back up off-site and server off-site. Gloria will clarify with Paragrid as to what is being backed up (verify format). Mayor Weger seemed to recall that a server off-site was too costly for the City of Willoughby Hills to absorb at this time.

MOTION BY FRANK CIHULA, seconded by Tom Lobe, to approve the RC-2 as presented by Mayor's Office for submission to the Ohio Historical Society.

Voice Vote: Ayes unanimous. MOTION PASSES.

2) Police Department

Suggestions: Remove "then destroy" in several areas of the RC-2 as that is a presumed action. Change length of time to keep "Fleet maintenance and repair logs" to "until vehicle is no longer in use by City of Willoughby Hills." Fix typographical error from "3" to "30" days, as noted in "Video and Audio Tapes" section.

MOTION BY TOM LOBE, seconded by Frank Brichacek to approve the RC-2 as presented by the Police Department for submission to Ohio Historical Society.

Voice Vote: Ayes unanimous. MOTION PASSES.

MOTION BY TOM LOBE, seconded by Frank Cihula to have Records Commission meet again 45 days after receipt of Public Records Request Information (date to be determined) and Commission will be notified by Secretary.

Voice Vote: Ayes unanimous. MOTION PASSES.

MOTION BY TOM LOBE, seconded by Frank Cihula to adjourn the meeting.

Voice Vote: Ayes unanimous. MOTION PASSES.

Adjourned: 3:50 p.m.

Respectfully submitted:

\_\_\_\_\_ Date: 10/21/13  
Gloria Majeski, Secretary

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor Robert M. Weger, Chairman