

MINUTES

City of Willoughby Hills, Ohio Records Commission

November 12, 2003

Convene: 3:20 p.m.

Present: Mayor Mort O’Ryan, Chairman; Frank Cihula, Citizen Appointee; Tom Lobe, Law Director; Randy Slusarz, Secretary

Absent: Brian Condron, Finance Director

MOTION BY TOM LOBE, seconded by Frank Cihula, to approve the minutes of September 1, 2000.

Voice Vote: Ayes unanimous. MOTION PASSES.

MOTION BY TOM LOBE, seconded by Frank Cihula, to approve the minutes of November 11, 1998.

Voice Vote: Ayes unanimous. MOTION PASSES.

Frank Cihula reviewed the minutes of September 22, 1995 and to the best of his recollection, they are accurate.

MOTION BY FRANK CIHULA, seconded by Tom Lobe, to approve the minutes of September 22, 1995.

Voice Vote: Ayes unanimous. MOTION PASSES.

Frank Cihula reported that he has received township record books from the Little Red Schoolhouse. These books had been turned over to the Little Red Schoolhouse and are now being returned to the City. Two of the books are missing and are presumed to have been stolen from the Little Red Schoolhouse. The list of books is contained on the letter from Eleanor Rolf, Director of the Little Red Schoolhouse, dated June 3, 1985 that is attached to these minutes.

The books have been placed in the basement City record storage room that is located in the basement lobby.

Discussion was held to photocopy and scan these records in the Document Recorder onto a CD. Once books have been copied and transferred to CD, discussed getting books to the Western Reserve Historical Society for preservation as they have the means to do this.

Discussion was held on the attempt in 1998 to get departments to develop records retention schedules for proper destruction of records. None of the City departments were able to develop the retention schedules due to the extensive amount of time required to inventory the records.

MOTION BY TOM LOBE, seconded by Frank Cihula, to reissue the memo requesting that departments inventory their records and develop retention schedules after obtaining new copies of the Local Government Records Handbook.
Voice Vote: Ayes unanimous. MOTION PASSES.

Discussed looking into grants or financial assistance that may be available for personnel or equipment to assist in this process.

MOTION BY FRANK CIHULA, seconded by Tom Lobe, to adjourn.
Voice Vote: Ayes unanimous. MOTION PASSES.

Adjourned: 3:50 p.m.

Submitted: _____
Gloria Majeski, Secretary
(replacing Randy Slusarz, Secretary)

Date: _____

Approved: _____
Mayor Robert M. Weger, Chairman
(replacing Mayor Mort O’Ryan, Chairman)

Date: _____