



# City of Gahanna

## Meeting Minutes

### Records Commission

200 South Hamilton Road  
Gahanna, Ohio 43230

*Kevin Schultz, Chair*  
*Joann Bury*  
*Laura Dachenbach*  
*Laurie Jadwin*  
*Jamie McKenna*  
*Ray Mularski*  
*Jeremy A. VanMeter*

*Pam Ripley, Deputy Clerk of Council*

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Tuesday, January 17, 2023

4:30 PM

City Hall, Committee Room

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**Organizational Meeting 4:30 p.m.; Regular Meeting to follow.**

**A. OATH OF OFFICE - MAYOR LAURIE A. JADWIN**

**Laura Dachenbach for the term of January 1, 2023 to December 31, 2025**

**B. CALL TO ORDER/ROLL CALL - MAYOR LAURIE A. JADWIN**

Gahanna Records Commission met for their Organizational meeting on January 17, 2023. The agenda for this meeting was published on January 13, 2023. Mayor Laurie A. Jadwin called the meeting to order at 4:34 p.m.

**Present:** 7 - Joann Bury, Laura Dachenbach, Laurie A. Jadwin, Alvin Jamie McKenna Jr., Raymond J. Mularski, Kevin Schultz and Jeremy A. VanMeter

City Staff in attendance Corey Wybensing, Senior Deputy Director of Administrative Services and Kelsey Bartholomew, Administrative Coordinator, Planning Division.

**C. ELECTION OF CHAIR**

Mayor Jadwin opened the floor for nominations for Chair. Bury nominated Schultz for Chair.

**Motion was made by McKenna, Jr., seconded by Dachenbach, to elect Kevin Schultz as Chair.**

**Motion carried with the following vote:**

**Yes:** 7 - Bury, Dachenbach, Jadwin, McKenna Jr., Mularski, Schultz and VanMeter

**Mayor turned the meeting over to Chair**

**D. ADJOURNMENT OF ORGANIZATIONAL MEETING**

There being no further business the Organizational meeting adjourned at 4:35 p.m.

**\*\*REGULAR MEETING\*\***

**A. CALL TO ORDER**

Gahanna Records Commission met for the Regular meeting on January 17, 2023. The agenda for this meeting was published on January 13, 2023. Chair, Kevin Schultz called the meeting to order at 4:35 p.m.

**B. APPROVAL OF MINUTES**

[2023-0011](#)

Records Commission minutes 11.15.2022

**Motion was made by Bury, seconded by Mularski, that the Minutes from 11.15.2022 be approved.**

**Motion carried with the following vote:**

**Yes:** 7 - Bury, Dachenbach, Jadwin , McKenna Jr., Mularski, Schultz and VanMeter

**C. ITEMS FOR APPROVAL/DISCUSSION**

**i. Public Records Policy**

[2023-0012](#)

Public Records Policy 1.2023

Clerk, Ripley said the document had some typos cleaned up, updated city logo and current city attorney added.

**Motion was made by Mularski, seconded by Jadwin , to approve the 2023 Public Records Policy.**

**Motion carried with the following vote:**

**Yes:** 7 - Bury, Dachenbach, Jadwin , McKenna Jr., Mularski, Schultz and VanMeter

**ii. Public Records Fee Schedule**

[2023-0013](#)

Public Records Fee Schedule 1.2023

Clerk, Ripley said the document had some typos cleaned up, updated city logo and current chair added.

**Motion was made by Bury, seconded by VanMeter, that the 2023 Public Records Fee Schedule be approved.**

**Motion carried with the following vote:**

**Yes:** 7 - Bury, Dachenbach, Jadwin , McKenna Jr., Mularski, Schultz and VanMeter

### **iii. Code Change - Chapter 157 Records Mgmt. Program**

[CC-0001-2023](#) Chapter 157 Records Mgmt Program - Proposed REDLINE 1.2023

Ripley said there is an updated proposed redline version attached. In 157.02 the words “as appointed by the mayor” is to follow the designee for Mayor, Finance Director, and Technology Manager. “As appointed by the City Attorney” is to follow the designee for the City Attorney.

**Motion was made by Jadwin , seconded by Dachenbach, that the Code Change for Chapter 157 be recommended for approval to City Council.**

**Motion carried with the following vote:**

**Yes:** 7 - Bury, Jadwin , Mularski, Schultz, VanMeter, McKenna Jr. and Dachenbach

### **iv. Records Retention Schedule - Proposed**

[DOC-0152-2022](#) Proposed Records Retention Schedule

Ripley shared that after the last meeting and the changes were updated the document was shared again with the department directors. There are four pages that are flagged with comments from the directors.

Schultz shared there are comments on CN-22 Planning Commission (PC) Application Files - Approved & Recommended to Council. Bartholomew shared that the Department of Planning is not concerned how long paper records are kept for these files. They would like to have electronic records kept permanently. Ripley said that since Council office no longer uses paper copies of the records. There are boxes of paper documents for Planning Commission located in the basement have been added to a digital management system.

CN-22 Planning Commission (PC) Application Files - Approved & Recommended to Council. The retention period will remain permanent. Media type changed to electronic. Changes acceptable.

PLN-101 Adjudication Orders - Retention period change refer to PLN-115 should be PLN-118. Changes acceptable  
PLN-301 Applications - Approved/Denied Administratively - Retention period change refer to PLN-305 should be PLN-303 and change 1 year after denial/withdrawn. To 1 year after denial/withdrawal. Changes acceptable.

Bartholomew shared that PLN-303 Applications - Reviewed by Planning Commission - is referring to the paperwork the Planning Department processes until it is ready to go to Planning Commission. They could have many versions of each application. Some applications do not go forward to Planning Commission for various reasons. They would like to keep the level of detail they previously requested. They would like to be able to dispose of some of the earlier drafts that are not forwarded on. They would like to keep the final draft for 10 years, and for applications that never make it as far as Planning Commission, they would like to keep those for two years. They would like the "No Action" to read "2 years from the date of withdraw or expiry or last contact as applicable." Bury asked if there were so many outreaches before it becomes lost contact. Bartholomew said there is a department policy, and it is part of the application they sign that there is a condition of a six-month timeline if additional information is needed. If they do not respond within six-months to at least let us know they are working on it, the applications end six-months since we last heard from them. Mularski said if "last contact" can be removed since the application expires in six-months if no contact.

PLN-303 Applications - Reviewed by Planning Commission - Retention period to read: "Forwarded to Planning Commission: Until transferred for consideration. Original submittal and revisions retained until the Planning Commission hearing and decision. Final submittal retained for 10 years following the date of hearing and decisions. No Action: (e.g., withdrawn or expired prior to being transferred to Council; 2 years from the date of withdraw or expiry as applicable." Changes acceptable.

#### Mayor's Court

MC-04 Closed Case Files - first line to say Traffic and parking. Changes acceptable.

MC-05 Credit Card Statements & Invoices - strike, included in MC-06. Changes acceptable.

MC-06 End of Month Reports - adding in description - credit card statements. Changes acceptable.

**A motion was made by Bury, seconded by Mularski, to approve the amended Records Retention Schedule.**

**Motion carried with the following vote:**

**Yes:** 7 - Bury, Dachenbach, Jadwin , McKenna Jr., Mularski, Schultz and VanMeter

**D. OFFICIAL REPORTS:**

**Records Coordinator**

Ripley shared Council Office is participating in an Ohio History Connection Concepts in Records Management webinar next week.

**E. COMMENTS, ITEMS NOT ON AGENDA - NONE**

**F. ADJOURNMENT REGULAR MEETING**

There being no further business the meeting adjourned at 5:05 p.m.