



City of Gahanna

Meeting Minutes

Records Commission

200 South Hamilton Road
Gahanna, Ohio 43230

Kevin Schultz, Mayor Designee
Joann Bury
René Carter
Laura Dachenbach
Jamie McKenna
Priya. Tamilarasan
Jeremy A. VanMeter

Sophia McGuire, Deputy Clerk of Council

Tuesday, January 23, 2024

4:00 PM

City Hall, Finance Conference Room

A. OATH OF OFFICE: MAYOR LAURIE A. JADWIN

Jamie McKenna, Jr. for a 3-year term ending December 31, 2026

Mayor Laurie A. Jadwin administered the Oath of Office to Alvin Jamie McKenna who will serve a three-year term of January 1, 2024 to December 31, 2026.

B. CALL TO ORDER/ROLL CALL: MAYOR LAURIE A. JADWIN

Gahanna Records Commission met for their Organizational meeting on January 23, 2024. The agenda for this meeting was published on January 18, 2024.

Present: 7 - Joann Bury, René Carter, Laura Dachenbach, Jamie McKenna Jr., Kevin Schultz, Priya D. Tamilarasan and Jeremy A. VanMeter

C. ELECTION OF CHAIR

Mayor Jadwin opened the floor to nominations for Chair.

A motion was made by McKenna, Jr., seconded by Tamilarasan, to nominate Kevin Schultz as Chair. The motion carried by the following vote:

Yes: 7 - Bury, Carter, Dachenbach, McKenna Jr., Schultz, Tamilarasan and VanMeter

D. ADJOURNMENT OF ORGANIZATIONAL MEETING

The Organizational meeting adjourned at 4:06 p.m.

****REGULAR MEETING****

A. CALL MEETING TO ORDER/ROLL CALL

Gahanna Records Commission met in regular session on January 23, 2024. The agenda for this meeting was published on January 18, 2024. Chair Kevin Schultz called the meeting to order at 4:06 p.m.

B. APPROVAL OF MINUTES

[2024-0009](#)

Records Commission minutes 11.14.2023

A motion was made by Bury, seconded by VanMeter, that the Minutes from November 14, 2023 be Approved. The motion carried by the following vote:

Yes: 5 - Bury, Carter, McKenna Jr., Schultz and VanMeter

Abstain: 2 - Dachenbach and Tamarasran

C. ITEMS FOR DISCUSSION

[2023-0165](#)

Records Management Manual

Sophia McGuire, Records Management Analyst, shared she did not receive any feedback or changes to the document from Commission members. The goal was to develop comprehensive guidelines for the records management and retention procedures for the City. McGuire would like to see the manual adopted and then she can share it with the records liaisons for each department and have trainings on the procedures in the manual.

Schultz asked if there was any discussion or questions on the manual.

VanMeter thanked McGuire for all her work and research involved in the document. It will provide clarity for staff on the process and procedures.

Bury asked if McGuire was going to provide training for current staff. McGuire previously talked with Miranda Vollmer and Corey Wybensingler about incorporating it into HR training and on boarding staff. McGuire will reach out to each department head and have them identify their departments record liaison. McGuire will provide training.

A motion was made by Tamarasran, seconded by VanMeter, that the Records Management Manual be approved. The motion carried by the following vote:

Yes: 7 - Bury, Carter, Dachenbach, McKenna Jr., Schultz, Tamarasran and VanMeter

D. OFFICIAL REPORTS

i. Records Analyst

McGuire said the most recent retention schedule the commission adopted is being reviewed by the State Archives. McGuire recently earned a Certified Records Analyst certificate through the Institute of Records Managers. The certification relates to records creation, retention, disposition, and other topics. McGuire will take additional classes to earn a Certified Records Manager certificate. VanMeter shared there are only 26 people in Ohio that hold the certification McGuire has earned. The City is fortunate to have McGuire on staff.

E. ADJOURNMENT OF REGULAR MEETING

The Regular meeting of Records Commission adjourned at 4:15 p.m.

Sophia McGuire
Deputy Clerk of Council

*APPROVED by the Records Commission, this
day of 2024.*

Kevin Schultz