



City of Gahanna

Meeting Minutes

Records Commission

200 South Hamilton Road
Gahanna, Ohio 43230

Kevin Schultz, Chair, Mayor Designee

Joann Bury

René Carter

Laura Dachenbach

Jamie McKenna

Ray Mularski

Jeremy A. VanMeter

Pam Ripley, Deputy Clerk of Council

Tuesday, September 26, 2023

4:00 PM

City Hall, Committee Room

A. CALL TO ORDER: Roll Call

Gahanna Records Commission met in regular session on September 26, 2023. The agenda for this meeting was published on September 22, 2023. Chair Kevin Schultz called the meeting to order at 4:00 p.m.

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

Joann Bury arrived - 4:02 p.m. Rene Carter arrived - 4:30 p.m. after roll call vote and approval of minutes.

City staff in attendance: Deputy Chief Lawless, Andrea Gonzalez, Administrative Coordinator, PD, and Sophia McGuire, Records Management Analyst.

Item D. Official Reports will be discussed before items C. Items for Approval/Discussion.

B. APPROVAL OF MINUTES

[2023-0159](#)

Records Commission Minutes 1.17.2023 Draft

A motion was made by Mularski, seconded by Dachenbach, that the Minutes from January 18, 2023 be Approved. The motion carried by the following vote:

Yes: 5 - Dachenbach, McKenna Jr., Mularski, Schultz and VanMeter

Absent: 2 - Bury and Carter

C. OFFICIAL REPORTS

1. Records Analyst

Sophia McGuire, Records Management Analyst presented an overview of her background and history in records and archives management. McGuire has a master's in library information science with a specialization in records and archives management. She has worked in local government for eight years. In Licking County, she was the Records Commission secretary responsible for the records commission forms, all the disposal processes, updated the records policy manuals and the disaster preparedness manuals. She led quarterly record keepers roundtable discussions with all of the department record keepers. McGuire shared that Council Office is working on reviewing historical records in the basement of city hall. The office visited the Ohio History Connection to view original plat and 1881 petition to the Franklin County Board of Commissioners. The next steps will be to fully process historic records and inventory them.

There have been 768 public records request so far in 2023. Most are for police reports. Council's requests include records for building records, water/utility records, emails/correspondence, and others.

McGuire held a record keepers roundtable in July. It is an informal meeting to discuss anything records related. The next meeting will be in the fall.

McGuire is a member of the County Archivists & Records Managers Association (CARMA). They have a lot of good records related resources for county agencies. There are limited resources for records managers on the city, village, and township levels. There is the Ohio Municipal Clerks Association. Records management tends to fall within the clerk's office. She reached out to the CARMA chair and the Ohio History Connections, local government archivist to discuss a possible collaboration. They are very interested in opening CARMA up to cities, villages, and townships. This can grow into a bigger records management resource for local government. CARMA will discuss this at their fall meeting.

McGuire discussed her professional development plan. She is working toward a certified Records Analyst certification through the Institute of Certified Records Managers with the goal of acquiring it by April 2024.

McGuire created a comprehensive Records & Information Management Manual. It highlights the importance of records management. Contains records commission forms and the disposal process. McGuire has been working on the redline retention schedule attached.

D. ITEMS FOR APPROVAL/DISCUSSION

[2023-0166](#)

2023 Redline Retention Schedule - Proposed

The commission reviewed the proposed changes to the city-wide retention schedule and discussed the following and proposed the following changes.

Police Department

PD-45 - Accounts Receivable - proposed changes acceptable.

PD-01 - Animal Lost/Found Logs - proposed changes acceptable.

PD-12 - Draft of Official Police Reports - McGuire shared that where the notation of *No Internal Disposal Form Required has been added, it is her suggestion. If a document has no administrative value, it is not necessary to document the disposal of the document. Proposed changes acceptable.

PD-14 - Employee Files - Active - proposed changes acceptable.

PD-15 - Employee Files - Separated - proposed changes acceptable.

PD-17 - Facility Video Recordings - Schultz said that the facility video recordings for city hall are handled differently. VanMeter asked which schedule is city hall video recordings on. Schultz said it could be on the general GN-130 or IT or Service. Schultz said this will be skipped at this time and come back to it.

PD-19 - General Orders/Department Directives/Memorandums - DC said the reason for the change is the Police Department is working on its accreditation and they must have a lookback of four years on some items. Proposed changes acceptable.

PD-21 - Internal Affairs Investigative Files - DC said that some officers separate from the force with an unresolved Finding of Fact, Internal Affairs complaint. It could mean they have been caught in lies, thefts, or worse. There are three kinds of interest. Most of the time is for sworn staff. If they are young most of the time, they are going to seek re-employment somewhere else. Every year the department must send to the prosecutor's office a list of sworn officers who are relevant to the Brady List. The department must notify them if someone has lied on an internal thing or committed perjury making themselves unemployable as law enforcement officers. Younger officers most likely will try for another position in law enforcement. This is to extend the time allowing the Chief of Police to have the access to those records for purposes of letting potential employers know if someone was involved in an investigation and it isn't complete or unconcluded because they withdrew from participation. The reason for retaining it is because it is an investigative product. Another interest would be re-deployment and a retired officer. If you have a retired officer who has been involved in something that you would not want to give a retired law enforcement badge to. When you retire most officers after ten years of service are eligible for the National Law Enforcement Officers Safety Act. They receive a retired badge from the station they retired from. Every year they must qualify for a handgun. To receive

the retired badge the Chief needs to sign off on it. Chiefs change. A retired officer that was not in good standing could come back when there is a new Chief and request the badge. In this case the investigative product can be reviewed. After discussion the Retention Period will be: 6 years after separation unless of significant value or interest as determined by the Chief of Police. New changes acceptable.

PD-22 - Liquor Permits - move to the Council Office schedule. New retention period - permanent. New changes acceptable.

PD-27 - Mobile Video Recordings (MVR), Body-worn Camera Recordings (BWC), and Unmanned Aerial System - proposed changes acceptable.

PD-54 - Offenses not otherwise required to be retained, offenses not otherwise listed - proposed changes acceptable.

PD-29 - Property/Evidence Receipts - proposed changes acceptable.

PD-39 - Traffic & Intersection Video Recordings - Schultz said it is either seven or ten days on the footage.

PD-38 - Traffic Citation Data - proposed changes acceptable.

PD-40 - Training & Qualification Records - Gonzalez said this information is part of the personnel file in HR. Proposed changes acceptable.

Attorney Mularski requested to look at PD-39 - Traffic & Intersection Video Recordings. Mularski said it is normally longer than 30 days before he gets a court case and would need a video recording. Schultz said the only way there would be access to the video would be if there is a public records request by the person in the accident within ten days. Mularski said it needs to be retained for at least 30 days. Schultz said it is a significant amount of data. Mularski said he needs it beyond ten days. DC said it can be preserved within the ten days if requested. Bury said if there is a crash there would be the associated report and asked if the video is ever pulled down. DC said usually if there is a significant injury or a dispute as to who was at fault, they would pull the video. The video becomes evidence. DC said this is IT and they are dealing with the storage capacity. Carter said this would be a significant amount of data and she is not sure of the storage capacity. The traffic camera recordings are hosted in house. Carter will investigate the additional data storage required. Mularski asked if would be possible when there is an accident for something to be send to IT letting them know to see if there is any video to save. Mularski asked DC to try and think of a way to tie accidents into that evidence. DC said he can remind staff that the videos are available to them to preserve as evidence. The commission will come back to this item.

General Schedule

GN-101 - AD HOC Board/Committee/Commission Documents - proposed changes acceptable.

GN-102 - Awards - Schultz asked is this is not just the certificate, but

any correspondence received. VanMeter said he was thinking of it as a certificate and not the actual award or plaque. He asked what other documentation will there be. Schultz said a letter that comes with the award. VanMeter said the intent was to see if it needs kept for historical value. Bury said most of the documentation she receives with her awards are drafts of publications for the PIO officer to use. Bury thinks we are looking for the award itself, the paperwork is not important. McGuire said the intent was to appraise the actual certificate, plaque or what the item was that was awarded. Proposed changes acceptable.

GN-104 - City/Department Forms (Blank) - proposed changes acceptable.

GN-106 - Contracts & Agreements - proposed changes acceptable.

GN-107 - Customer Service Call Recordings - proposed changes acceptable.

GN-109 - Directories & Phone List - proposed changes acceptable.

GN-127 - Disaster Plans - after some discussion add to the Record Title - and Business Continuity Plan. Leave this item as having a required disposal form. Strike proposed *Internal disposal form not required. Require a disposal form to be completed. New changes acceptable.

GN-110 - Draft/Working Versions - proposed changes acceptable.

GN-112 - General Correspondence Records - after some discussion as email confirmation notices. Proposed changes acceptable.

GN-114 - Inventories - proposed changes acceptable.

GN-116 - Meeting Audio Recordings/Video Recordings - proposed changes acceptable.

GN-130 - Other Videos - after discussion under Retention Period strike for 3 years, or and whichever is longer. Retention Period: Other video recordings retained until no longer of administrative value or appraised for historical value. McGuire said she searched through the entire schedule and could not find any scheduled that has city hall facilities video recordings listed. Parks has park facilities listed on their schedule. She asked if it needs added here. Schultz thinks it needs to be clarified under the Police Department schedule PD-17 - Facility Video Recordings with a new title clarifying City Hall, Senior Center, and Police Facility. New changes acceptable to title and description. Carter will find out the retention period for the cameras in parks, city hall, senior center, and police facility.

GN-130 - Photographs - item was misnumbered. This is a new item and is GN-132 - Photographs - after some discussion under Retention Period strike for 3 years, or and whichever is longer. Retention Period: Other video recordings retained until no longer of administrative value or appraised for historical value. New changes acceptable. Bury said there will be a central depository for city pictures. Further discussion is needed on this item.

GN-128 - Program/Project Files - proposed changes acceptable.

GN-118 - Public Records - Request Logs - proposed changes acceptable.
GN-122 - Public Records Request - proposed changes acceptable.
GN-120 - Public Records - Retention Disposal Forms - Record title and description - proposed changes acceptable. Retention Period add Refer to CN-27. New changes acceptable.
GN-121 - Public Records - Retention Schedules - Record title and description - proposed changes acceptable. Retention Period add Refer to CN-27. New changes acceptable.
GN-125 - Publicity/Publications - further discussion is needed on this item.
GN-131 - Property Damage Case Files - this is a new item. Schultz asked if this meets the insurance standards timelines. Schultz will get clarification on this item. This item will come back.

Council Office

CN-01 - Agendas - proposed changes acceptable.
CN-02 - Annexation Files - proposed changes acceptable.
CN-03 - Assessment Files - after discussion change the Record Title & Description - replace the word tax with special assessments. New changes acceptable.
CN-12 - Deeds - proposed changes acceptable.
CN-13 - Easements - after discussion add to end of the Record Title & Description - , or use of City property by another entity or individual. New changes acceptable.
CN-16 - Minutes - proposed changes acceptable.
CN-18 - Ordinances - proposed changes acceptable.
CN-27 - Records Commission Documents/Files - proposed changes acceptable.
CN-31 - Speaker Request Forms/Sign in Sheets - after discussion add to the Record Title & Description - Virtual hearing of visitors. New changes acceptable.
Add new from PD-22 to Council Office
CN-35 - Liquor Permits - Original kept with Council office. *No Internal Disposal Form Required.

Schultz will have the clerk schedule another meeting to review the remaining items on the retention schedule and review the Records Management Manual.

[2023-0165](#)

Records Management Manual

Schultz will have the clerk schedule another meeting to review the remaining items on the retention schedule and review the Records Management Manual.

E. POLL MEMBERS FOR COMMENT - NONE

F. ADJOURNMENT

The meeting adjourned at 5:32 p.m.