



**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*

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Tuesday, November 14, 2023

4:00 PM

City Hall, Committee Room

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**A. CALL TO ORDER: Roll Call**

Gahanna Records Commission met in regular session on November 14, 2023. The agenda for this meeting was published on November 9, 2023. Chair Kevin Schultz called the meeting to order at 4:03 p.m.

**Present:** 5 - Joann Bury, Jamie McKenna Jr., Kevin Schultz, Jeremy A. VanMeter and René Carter

**Absent:** 2 - Laura Dachenbach and Raymond J. Mularski

Staff in attendance: Records Management Analyst, Sophia McGuire.

**B. APPROVAL OF MINUTES:**

2023-0201 Records Commission minutes 10.24.2023

A motion was made by Bury, seconded by VanMeter, that the Minutes from October 24, 2023 be Approved. The motion carried by the following vote:

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

**Absent:** 2 - Dachenbach and Mularski

**C. ITEMS FOR APPROVAL/DISCUSSION:**

2023-0166 2023 Redline Retention Schedule - Proposed

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

The following items needed further clarification after the meeting on



October 24, 2023.

Police Department

PD-17 - Facility Video Recordings - Schultz was unable to get clarification on the retention period. The retention period will remain at 120 days.

Service Department - Admin.

SVC-118 - Calendars - Schultz said this should be moved to IT-103 - Journaled Email. The title and description will be changed.

IT-103 - Journaled Email & Outlook Calendar (all emails/calendar appointments sent and received through our email system, regardless of user action). The retention period will remain at 3 years. New changes acceptable.

SVC - 123 - Citizen Request Database - proposed changes acceptable.

There was discussion to combine the following schedule numbers: SVC - 125 - City of Columbus - Sewer/Water Advisory Board. It was proposed this be stricken as it falls under GN - 101 - AD HOC Board/Committee/Commission Documents. Bury said GN - 101 is for City of Gahanna Boards/Commissions and not outside boards/commissions. Move SVC-125 under SVC-126 - City of Columbus - Utility Documents. Add to description - including City of Columbus Sewer/Water Advisory Board. *Discussion later on in the meeting. SVC-125 - is included in SVC-180.*

SVC - 124 - City of Columbus - Sanitary Capacity Charge Report. Combine into SVC-126 - City of Columbus - Utility Documents - The new description for SVC126 - City of Columbus - Utility Documents (includes Water/Sanitary/Wet Weather/Testing Invoice, Notarized Billing Statement, Sanitary Capacity Charge Report, and miscellaneous related correspondence and documents, including City of Columbus Sewer/Water Advisory Board. Retention period - 5 years. New changes acceptable.

SVC - 127 - City Owned Street Light Weekly Report - included in GN-133 - proposed changes acceptable.

SVC - 128 - Contracts, Leases, and Services Agreements - discussion included that cell tower leases is not competitive bidding. Discussion moved to SVC - 119 - Cell Tower Leases - need to stay and not be included in SVC - 128. Change the retention period to 6 years after expiration of the most recent lease. After discussion change the description - remove competitive bidding and the proposed redline description. New changes acceptable. The retention period is



acceptable.

SVC - 154 - Ohio Municipal Joint Self Insurance Pool - after some discussion the city is no longer a member of OMJSP - proposed changes acceptable.

GN - 135 - Insurance Policies - add to the description - and minutes/notes from CORMA. New changes acceptable.

SVC - 155 - Parking Garage Revenue - proposed changes acceptable.

SVC - 156 - Parking Garage Revenue - proposed changes acceptable.

SVC - 157 - Pay Ins. - discussion - okay to strike without a reference number - proposed changes acceptable.

SVC - 158 - Performance Measurement - proposed changes acceptable to title and description. Retention period change to until no longer of administrative value. New changes acceptable.

SVC - 159 - Permits - proposed changes acceptable.

SVC - 160 - Petroleum Underground Storage Tank Release - Compensation Board Certificates of Coverage - discussion - change description to - including claims and related correspondence and documents. Proposed and new changes acceptable.

SVC - 161 - Petroleum Underground Storage Tank Release - Compensation Board - proposed changes acceptable.

SVC - 164 - Public Utilities Commission of Ohio - proposed changes acceptable.

SVC - 166 - Public Utilities Commission of Ohio - proposed changes acceptable.

SVC - 165 - Public Utilities Commission of Ohio Electric & Natural Gas Competitive Retail Service Providers Annual Reports - proposed changes acceptable.

SVC - 163 - Public Utilities Commission of Ohio - Ohio Natural Gas Government Aggregator Certificates - discussion add reports to the description - proposed and new changes acceptable.

SVC - 169 - Receipt Book - proposed changes acceptable.

SVC - 171 - Solid Waste Authority of Central Ohio - proposed changes acceptable.

SVC - 172 - Solid Waste Collection Statistics - discussion - do we get these statistics and if so how are they being used? Commission does not believe this is under SVC-128. Keep this schedule number for now.

SVC - 174 - Street Light Repair Databases - already in GN-133. Proposed changes acceptable.

SVC - 176 - Training Documents/Manuals/Procedures/Organizations - proposed changes acceptable.

SVC - 177 - United States Environmental Protection Agency - add under description Orders and notices - proposed and new changes acceptable.

SVC - 178 - United States Environmental Protection Agency -



Unregulated Contaminate Monitoring Notices - proposed changes acceptable.  
SVC - 180 - Utility Rate Documents - no changes requested SVC - 125 - fall under this item.  
SVC - 181 - Website Updates Wording Templates - proposed changes acceptable.  
SVC - 182 - Yearly Planners - keep for no, ask why kept permanent.

Service - Facilities Maintenance

SVC - 301 - Annual Inspection Log - proposed changes acceptable.  
SVC - 302 - Elevator Certificates of Operation - proposed changes acceptable.  
SVC - 303 - Equipment Inspection Tapes - proposed changes acceptable.  
SVC - 304 - Facility Maintenance Database - proposed changes acceptable.  
SVC - 305 - Facility Maintenance Database - proposed changes acceptable.  
SVC - 307 - Fire Inspection Documents - proposed changes acceptable.  
SVC - 308 - Key Database - proposed changes acceptable.  
SVC - 309 - Key Sign Out Sheets - proposed changes acceptable.  
SVC - 310 - Monthly Inspection Log - proposed changes acceptable.  
SVC - 312 - Quarterly Inspection Log - proposed changes acceptable.  
SVC - 313 - Semi Annual Inspection Log - proposed changes acceptable.  
SVC - 314 - Weekly Inspection Log - proposed changes acceptable.

Service - Fleet Division

SVC - 404 - Auction - proposed changes acceptable.

**Motion by Bury, seconded by Carter to approve the amended Records Retention Schedule.**

**Motion carried with the following vote.**

**Yes:** 4 - Bury, McKenna Jr., Schultz and Carter

**Absent:** 3 - Dachenbach, Mularski and VanMeter

2023-0165

Records Management Manual

Schultz would like everyone to review the document and send redline changes to McGuire in the first week of January. All changes will be incorporated into one document. This item will be discussed in January 2024.

**D. OFFICIAL REPORTS:**





1. Records Analyst - none

E. POLL MEMBERS FOR COMMENT: NONE

F. ADJOURNMENT:

The meeting adjourned at 5:30 p.m.



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Pam Ripley  
Clerk

APPROVED by the Records Commission, this  
*23<sup>rd</sup>* day of *January* 2024.



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Kevin Schultz