



City of Gahanna

Meeting Minutes

Records Commission

200 South Hamilton Road
Gahanna, Ohio 43230

Shane W. Ewald, City Attorney, Chair
Thomas R. Kneeland, Mayor
Kimberly Banning, Clerk of Council
Joann Bury, Director of Finance
Laura Dachenbach, Citizen Member
Rick Duff, Citizen Member

Krystal Gonchar, Records Coordinator

Tuesday, April 11, 2017

4:00 PM

City Hall

A. CALL TO ORDER/ROLL CALL

Chair Ewald called meeting to order at 4:05 p.m.

Present: 5 - Laura Dachenbach, Kimberly Banning, Rick Duff, Joann Bury and Shane W. Ewald

Absent: 1 - Thomas R. Kneeland

B. APPROVAL OF MINUTES

[2017-0073](#)

Records Commission Meeting Minutes for January 10, 2017

A motion was made by Duff, seconded by Banning, that the Minutes be Approved. The motion carried unanimously.

C. ITEMS FOR APPROVAL

1. [2017-0075](#)

Proposed City of Gahanna Retention Schedule for April 11, 2017

Ewald asked Banning to describe changes to Council retention schedule. Banning said this change removes proposed changes/drafts to ordinances. Ewald proposed adding in the description "adopted."

Gonchar explained the few changes to the Police Department retention schedule.

Blackford explained the new series for the Development Department; this is a new commission; this will be a new process; unlike other ad hoc committees/commissions these records are not of the same value or same type of record; applications will go to Planning Commission and become a part of those records if recommended.

Franey explained changes to Service Department; updated Fleet, Engineering, Utility Billing divisions. Ewald asked about significance of SVC-229; Franey said front footage fees could be reimbursed for mains; for SVC-802, Service to migrate software and will only go 3 years back. Ewald asked about accounts that are not current; Franey said working with Water Review Board to get those cleared out and changed procedures so liens occur; for SVC-836, this is not a typical Board/Commission, it helps correct bills and permanent retention is not necessary; changes to Building Division are reflection of what State requires and suggests.

A motion was made by Duff, seconded by Banning, that the amended Record Retention Schedule be Approved. The motion carried unanimously.

D. ITEMS FOR DISCUSSION

None.

E. OFFICIAL REPORTS:

1. Records Coordinator

Gonchar provided a report from the records training presentation by Pari Swift; Swift, a representative from the Ohio Attorney General's office, formerly with the Ohio Historical Society, provided the educational presentation to city employees and Council members on January 24, 2017; it was well received, and we will continue to provide similar educational opportunities to employees within the next year.

F. COMMENTS, ITEMS NOT ON AGENDA

None.

G. NEXT MEETING

August 8, 2017 at 4:00 p.m.

H. ADJOURNMENT

4:33 p.m.