



# City of Gahanna

## Meeting Agenda

### Records Commission

Office of the Clerk of Council  
200 South Hamilton Road  
Gahanna, Ohio 43230

*Rebecca W. Stinchcomb, Mayor*  
*Laura Dachenbach, Citizen Member*  
*Rick Duff, Citizen Member*  
*Kimberly McWilliams, CMC, Clerk of Council*  
*Shane W. Ewald, City Attorney, Chairman*  
*Jennifer Teal, Director of Finance*  
*Rory Gaydos, Director of Information Technology*  
*Sharon Montgomery, Records Administrator*

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Thursday, May 21, 2015

4:00 PM

City Hall

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**A. CALL TO ORDER/ROLL CALL**

**B. ADMINISTRATION OF OATH TO CITIZEN MEMBER**

**C. APPROVAL OF MINUTES**

[2015-0107](#) January 13, 2015 Records Commission Minutes

**D. ITEMS FROM RECORDS ADMINISTRATOR**

[2015-0106](#) Records Commission Supporting Documents

**FOR APPROVAL:**

- 1. Records Numbering Naming System**
- 2. Finance Department - retention schedule additions**
- 3. All Departments - retention schedule omission & additions**

**FOR INFORMATION:**

- 1. Intellivue update**
- 2. Legislative update**
- 3. Case law update**

**E. COMMENTS, ITEMS NOT ON AGENDA**

**F. NEXT MEETING DATE: August Meeting**

**G. ADJOURNMENT**