



City of Gahanna

Meeting Minutes

Records Commission

200 South Hamilton Road
Gahanna, Ohio 43230

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

Krystal Gonchar, Deputy Clerk of Council

Tuesday, October 23, 2018

4:00 PM

City Hall, Committee Room

A. CALL TO ORDER/ROLL CALL

Chair Rick Duff called the meeting to order at 4:07 p.m.

Present: 6 - Kimberly Banning, Rick Duff, Thomas R. Kneeland, Joann Bury, Shane W. Ewald and Craig Main

Absent: 1 - Laura Dachenbach

B. APPROVAL OF MINUTES

[2018-0197](#)

Records Commission Meeting Minutes for June 5, 2018.

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

Yes: 6 - Banning, Duff, Kneeland, Bury, Ewald and Main

Absent: 1 - Dachenbach

C. ITEMS FOR APPROVAL

[2018-0198](#)

Record Retention Schedule Revisions.

The Commission went through the few proposed changes to the city-wide retention schedule and the following comments were made:

Chair Duff asked about items on the Police Department schedule, page 9, if data is re-written. Main said it deletes itself after a set time. Ewald asked if the video incorporates the schools. Main said no.

Main said for PD-39, set for 7 days because of storage space issues; traffic cameras see constant activity. Main clarified that PD-40 is for all

other closed circuit video.

Gonchar explained for item PR-108, these are separate liquor permits from what is on Council's retention schedule; need to account for disposal of special event permits that are not able to be used for future events. Duff asked if Division of Liquor Control has record of permits. Gonchar confirmed that the records originate from the Division.

Chair said going back to the PD records, how easy is it to fulfill the request for camera videos should we have one. Main explained that the files could be uploaded and/or exported easily. Duff asked if we get requests from attorneys. Ewald said we do get discovery requests. Main said we have the ability to clip video files to get specific parts of video.

Gonchar explained that the series *Social Media Archive* is a new series, to account for social media posts from the Mayor's Office. Duff asked if everything from our social media accounts get archived. Ewald said we would need to gather more information from the administrator. Ewald said like email, these items make sense to be retained until no longer of administrative value. Gonchar stated that the records could be maintained for longer if the storage space allowed, but these items multiply rather quickly. Duff said he would like to at least account for them somewhere.

A motion was made by Kneeland, seconded by Ewald, that the Record Retention Schedule be Approved. The motion carried by the following vote:

Yes: 6 - Banning, Duff, Kneeland, Bury, Ewald and Main

Absent: 1 - Dachenbach

D. ITEMS FOR DISCUSSION

Deputy Clerk of Council, Gonchar, stated that at the last meeting, we briefly discussed creating an email template for City email accounts to notify that messages received and sent could be public record; provided two examples. Chair Duff provided a sample as well; said he reached out to Pickerington and they don't use one. There was a brief discussion about how some government agencies include similar messages and some do not; all in agreement that the decision to have one or not was at the discretion of Administration.

A motion was made by Ewald, seconded by Duff, to recommend to Administration, to adopt a policy for creating a disclosure attached to City email accounts, which notifies the public that the information sent and received is subject to public disclosure; exact language to be determined by Administration. The motion carried unanimously.

Yes: 6 - Banning, Duff, Kneeland, Bury, Ewald and Main

Absent: 1 - Dachenbach

E. OFFICIAL REPORTS:

1. - Records Coordinator

Gonchar informed the Commission that all boxes had been moved to the new storage facility, and met the deadline thanks to the assistance of the Chair; mentioned that Duff had volunteered several hours to assist with the project. Duff said that he learned a lot about our records during that time.

F. COMMENTS, ITEMS NOT ON AGENDA

Ewald said that he would like to review the policy for retaining permanent records digitally; that he was approached about the topic and wanted to address it. Gonchar explained that the City is obligated to ensure records are accessible for their entire retention period, so if we are only storing long term records digitally, then we would need to account for migration and updates, etc. Mayor Kneeland said that we could have Main contact any vendors to follow up with questions as needed. Bury provided additional insight about how personnel files are maintained, which may have been cause to bring up the discussion. All were in agreement that more research would be done and the topic would be brought back to a future meeting for further discussion.

G. NEXT MEETING

Tentatively set for 1/8/19.

H. ADJOURNMENT

Adjourned by Duff at 4:48 p.m.