



# 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, Records Coordinator*

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Tuesday, June 5, 2018

4:00 PM

City Hall, Committee Room

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#### A. CALL TO ORDER/ROLL CALL

Chair called the meeting to order at 4:10 p.m.

**Present:** 4 - Laura Dachenbach, Rick Duff, Joann Bury and Shane W. Ewald

**Absent:** 3 - Kimberly Banning, Thomas R. Kneeland and Craig Main

#### B. APPROVAL OF MINUTES

[2018-0123](#)

Records Commission Meeting Minutes for Tuesday, January 9, 2018.

**A motion was made by Bury, seconded by Ewald, that these Minutes be Approved.**

**Yes:** 4 - Dachenbach, Duff, Bury and Ewald

**Absent:** 3 - Banning, Kneeland and Main

#### C. ITEMS FOR APPROVAL

[2018-0124](#)

Proposed Record Retention Schedule for the City of Gahanna

Gonchar stated that there were just a few changes to the Record Retention schedule to review today; the "Record Title & Description" column was sorted for the entire document so that each record series would be in alphabetical order; noticed that when searching through a PDF document, which is what is posted online, you had to read each record series to find what you were looking for; when searching through an Excel sheet, you could use the search feature, so it wasn't as much of a concern; just wanted to clean that up and allow for easier searching; would like to remove GN-120, "Transitory Correspondence Records"

entirely, as it's accounted for under *GN-108*, "General Correspondence Records"; moving on to the Council Office schedule, the Deputy Clerk asked for some minor changes; wants to amend *CN-05* & *CN-06*. Ewald said that the language for these record series should mimic that of code; reviewed Board of Zoning & Building Appeals City Code, specifically section 147.05. Dachenbach asked about the nature of these files. Bury explained the process of BZBA to the Commission, and explained the types of applications and actions that could/would be taken by the BZBA. Ewald stated that it was critical to get this language correct because of the issues that could arise in the future, and the need to refer back to applications. Duff agreed that it was best to mirror the code exactly. Gonchar moved on to the next item for review, explained the reasons for the changes, and there were no questions from the Commission.

**A motion was made by Bury, seconded by Ewald, that the Record Retention Schedule be Approved as Amended.**

**Yes:** 4 - Dachenbach, Duff, Bury and Ewald

**Absent:** 3 - Banning, Kneeland and Main

## **D. OFFICIAL REPORTS:**

### **1. - Records Coordinator**

Gonchar informed the Commission that a contract was brought forward to City Council at the 5/29/18 Committee of the Whole meeting; explained the benefits of moving the City's public records to a storage facility located within the City; said that this would be a cost savings and add convenience to accessing records; said that it was time sensitive because the current contract for records storage was set to expire in the fall; said the ordinance was put on the Consent Agenda; anticipates a smooth transition; is comforting to see the new facility and be able to see how the City's permanent records are preserved.

Gonchar provided an update for the Sunshine Law Training which was hosted at City Hall in April; said the turnout was impressive; happy to see so many from the City; half in attendance were affiliated with the City; had great feedback from those who attended; Ohio Attorney General's Office did an excellent job presenting; happy to have coordinated the process; thanked Duff for attending.

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

Ewald suggested the idea of having a city policy to disclose in city emails that the information contained is subject to public disclosure; would be a reminder to employees to think about the information they are sending via email. Bury said it can be added in the signature lines. Gonchar said it sounds like a great idea; said state offices include that in their emails; said law offices have a confidentiality disclaimer in their emails; this is similar. Duff confirmed that other government offices have the disclaimer as well. Ewald said the Commission could come up with a statement and make the suggestion to Administration.

**F. NEXT MEETING**

Tentatively set for Tuesday, October 9, 2018 at 4 p.m.

**G. ADJOURNMENT**

4:43 p.m.