



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

Tuesday, November 14, 2023

4:00 PM

City Hall, Committee Room

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, Alvin 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 - 129 - Council Reports - this is not the official record of the report. The official record is in Legistar. This schedule number to be stricken. New changes acceptable.

SVC - 130 - Creekside Parking Garage - this is included under SVC - 311. Proposed changes acceptable.

SVC - 133 - Electric Aggregation - proposed changes acceptable.

SVC - 135 - Franklin County Jurisdictional Meeting/Public Health Connection Conference Call Documents - this is not our record - proposed changes acceptable.

Many of the schedule numbers in SVC proposed to be deleted due to falling under GN- 101 - AD HOC Board/Committee/Commission Documents. GN - 101 is City of Gahanna AD HOC Board/Committee/Commission Documents. Add City of Gahanna to the title of GN - 101 - City of Gahanna AD HOC Board/Committee/Commission Documents. New changes acceptable.

SVC - 136 - Franklin County Public Health Mosquito Control Program Information - proposed changes acceptable.

SVC - 137 - Franklin County Public Health Reports/Inspections/Violations - need clarification - do we get these reports and if we do, they would just be informational. There is no action required by the city. Keep this schedule item currently.

SVC - 139 - GIS Maps and Data Queries - proposed changes acceptable.

SVC - 140 - Handwritten/email/phone messages - proposed changes acceptable.

SVC - 141 - Insurance Claim Case Files - proposed changes acceptable.

SVC - 142 - Insurance Policies - proposed changes acceptable.

SVC - 143 - Jefferson Township - proposed changes acceptable.

SVC - 144 - Leases - proposed changes acceptable.

SVC - 145 - Legal Opinions - discussion to strike this from the SVC schedule. New changes acceptable.

SVC - 146 - Logs - already in GN - 133 - proposed changes acceptable.

SVC - 147 - Mifflin Township - proposed changes acceptable.

SVC - 148 - Miscellaneous Meeting Notes - already in GN - 112 - proposed changes acceptable.

SVC - 149 - Natural Gas Aggregation -

SVC - 151 - Ohio Consumer's Counsel (OCC) - already in GN - 112 - proposed changes acceptable.

Svc - 150 - Ohio Consumer's Counsel (OCC) - Ohio Intrastate Grose Earnings Certification - already in GN - 112 - proposed changes 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.