



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, October 24, 2023

4:00 PM

Finance Conference Room

A. CALL TO ORDER: Roll Call

Gahanna Records Commission met in regular session on October 24, 2023. The agenda for this meeting was published on October 20, 2023. Chair Kevin Schultz called the meeting to order at 4:03 p.m.

Present: 7 - Joann Bury, Laura Dachenbach, Alvin Jamie McKenna Jr., Raymond J. Mularski, Kevin Schultz, Jeremy A. VanMeter and René Carter

Mularski arrived at 4:07 p.m. McKenna arrived at 4:13 p.m. after roll call vote and approval of minutes.

Staff in attendance: Director of Planning, Michael Blackford.

B. APPROVAL OF MINUTES:

[2023-0175](#)

Records Commission Minutes 9.26.2023

A motion was made by Dachenbach, seconded by Bury, that the Minutes from September 26, 2023 be Approved. The motion carried by the following vote:

Yes: 5 - Bury, Dachenbach, Schultz, VanMeter and Carter

Absent: 2 - McKenna Jr. 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.

Department of Planning

PLN-110 - Contractors' Registration - Schultz said contractor registration was repealed from city code, effective 9/6/2023. Proposed changes acceptable.

PLN-118 - Residential Permit Files - proposed changes acceptable.

PLN-Appendix A: Relevant Definitions - Blackford shared that some of the permits do not necessitate a Certificate of Occupancy. They wanted to make it clear when they can dispose of the record.

Proposed changes acceptable.

PLN-303 - Applications - Reviewed by Planning Commission - Ripley said Council Office is the keeper of the records that are before Planning Commission. The department does not need to keep their copy as long. Blackford said there is no value in them keeping the copy for more than one year. Proposed changes acceptable.

Schultz said at the last meeting there were several items that needed further clarification or discussion on.

From 9.26.2023 meeting. PD-17 - Facility Video Recordings - Schultz said that the facility video recordings for city hall are handled differently. VanMeter asked which schedule is city hall video recordings on. Schultz said it could be on the general GN-130 or IT or Service. Schultz said this will be skipped at this time and come back to it.

Current discussion. Schultz said only PD-17 relates to facility videos recordings and his comment about GN-130 is inaccurate. Schultz asked if the retention period could be reduced to 90 days and roll over. Mularski asked if PD would be in favor of reducing to 90 days. Schultz put this item on hold.

From 9.26.2023 meeting PD-39 - Traffic & Intersection Video Recordings - Schultz said it is either seven or ten days on the footage. Mularski had comments and request on this one. The commission will come back to this item.

Current discussion. Schultz said that IT had the recordings set at seven days. Per the retention period it should have been 10 days. IT increased the recordings by three days and it increased storage to one terabyte. The data is replicated into three different locations which increased it by four terabytes. If you multiply this by 10; three times 10 is 30, that is how much you are increasing the capacity needed to store 30 days' worth of traffic camera video. Currently there is not enough storage capacity to make the change.

PD-17 - Facility Video Recordings. Schultz said the 120 days retention

period needs to be investigated because they are not sure what the impact of increasing the facility cameras to 120 days. Bury asked what they were set at. Carter said they are currently set at 90 days and not 120 days per the retention period. Schultz said the facility cameras should not be that bad. The cameras record on motion. Traffic cameras have almost consistent motion and consistent data capturing. Facilities do not have as much motion after hours. He does not feel that increasing facility recordings to 120 days is not that big of an issue. However, changing the traffic cameras retention period is not practical. VanMeter asked if the retention period should be lowered to 90 days for PD-17. Bury asked if there is any reason why PD chose 120 days. Schultz will check with PD to see if there is a requirement for Commission on Accreditation for Law Enforcement Agencies for the 120 days, if not it will be changed to 90 days. It doesn't mean that the PD cameras couldn't be kept for 120 days, and city hall cameras kept for 90 days. Separate retention periods could be created, or another item could be added to the general schedule.

Bury asked Mularski if the issue of capacity needed looked at for the traffic cameras. Mularski said he will have to work with the police and ask that anytime there is an accident for them to pull the footage before it rolls over. If there is an accident not directly in the intersection it still could be captured by the cameras and the police would not know that. McKenna asked how much physical space is needed to increase capacity and at what cost. Schultz said the physical space is not a lot, the cost could be about \$35,000. Carter said that is just for one device. The recordings go to two devices. It would be double that.

GN Schedule

From 9.26.2023 meeting GN-130 - Other Videos - after discussion under Retention Period strike for 3 years, or and whichever is longer. Retention Period: Other video recordings retained until no longer of administrative value or appraised for historical value. McGuire said she searched through the entire schedule and could not find any scheduled that has city hall facilities video recordings listed. Parks has park facilities listed on their schedule. She asked if it needs added here. Schultz thinks it needs to be clarified under the Police Department schedule PD-17 - Facility Video Recordings with a new title clarifying City Hall, Senior Center, and Police Facility. New changes acceptable to title and description. Carter will find out the retention period for the cameras in parks, city hall, senior center, and police facility.

Current discussion. GN-130- Other Videos - after discussion the retention period will be Retain until no longer of administrative value. Transfer to Council Office for historic value appraisal. New changes acceptable.

From 9.26.2023 meeting GN-130 - Photographs - item was misnumbered. This is a new item and is GN-132 - Photographs - after some discussion under Retention Period strike for 3 years, or and whichever is longer. Retention Period: Other video recordings retained until no longer of administrative value or appraised for historical value. New changes acceptable. Bury said there will be a central depository for city pictures. Further discussion is needed on this item.

Current discussion. GN-132 - Photographs - proposed changes acceptable

From 9.26.2023 meeting GN-125 - Publicity/Publications - further discussion is needed on this item.

Current discussion. GN-125 - Publicity/Publications - match retention period to GN-132 - Photographs - retain until no longer of administrative value. Transfer to Council Office for historic value appraisal. New changes acceptable.

From 9.26.2023 meeting GN-131 - Property Damage Case Files - this is a new item. Schultz asked if this meets the insurance standards timelines. Schultz will get clarification on this item. This item will come back.

Current discussion. Schultz said that on the service schedule there is SVC-141 Insurance Claim Case Files and SVC-142 - Insurance Policies. Insurance claims were previously handled by the Service Department. They are now handled by the Risk & Safety Team. Items SVC-141 and SVC-142 will be moved to the general schedule and given new numbers. The Record Title & Description for both will include (*maintained by Risk & Safety team*). New changes acceptable.

GN-131- Property Damages Case Files - proposed changes acceptable.

Economic Development

DV-103 - Demographics - Bury said this information is available online. Proposed changes acceptable.

DV-108 - Tax Incentive Advisory Board - add to the record title for clarification Office of Industrial Incentive Advisory Board. New changes acceptable.

There was discussion that there should be additional items added to the department schedule later.

Engineering

ENG-216 - Mid-Ohio Regional Planning Commission - proposed changes acceptable.

ENG-239 - Stormwater Committee Meeting Notes - proposed changes acceptable.

Human Resources

HR-120 - Job Descriptions - proposed changes acceptable.

HR-125 - Public Employees Risk Reduction Program Logs - proposed changes acceptable.

HR-125 - Unemployment Compensation Records - proposed changes acceptable.

Mayors Office

MO - 105 - State of the City Address. After discussion add to the description, video, transcript, written speech, and presentations. New changes acceptable.

Parks & Recreation

PR-110A - Contracts, Leases, and Service Agreements - Competitive Bidding

PR-110B - Contracts, Leases, and Service Agreements - Non-competitive Bidding. This is a new item on the schedule. After discussion PR-110B will be stricken. PR-110A will become PR-110 - Contracts, Leases, and Service Agreements - add the following to the description - (Non-Competitive Bidding) Agreements with outside entities, MOUs, MOAs, for services and goods. New changes acceptable for the Record Title & Description. Retention Period - proposed changes acceptable.

PR-124 - Property Maintenance - proposed changes acceptable.

Service - Admin.

SVC-103 - Aggregation Energy Supplier Pricing - proposed changes acceptable.

SVC-104 - Aggregation Plan of Operations & Governance - proposed changes acceptable. VanMeter asked if in SVC-133 Electric Aggregation is additional information needs added to the description.

SVC-133 - Electric Aggregation - change the description to: (includes related correspondence and documents as related to electric aggregation such as pricing, plan of operations and governance documents. New changes acceptable.

The description needs updated for SVC-149 - Natural Gas Aggregation.

SVC-149 - Natural Gas Aggregation - change the description to: (includes related correspondence and documents as related to natural gas aggregation such as pricing, plan of operations and governance documents. New changes acceptable.

SVC-105 - American Electric Power Maps - proposed changes acceptable.

SVC-106 - American Electric Power - after discussion add to the end of the description - such as maps, and outages. New changes acceptable.

SVC-111 - Cable Advisory Board- proposed changes acceptable.

SVC-112 - Cable TV Legal - proposed changes acceptable.

SVC-113 - Cable TV Companies - proposed changes acceptable.

SVC-115 - Cable TV Franchise Fees - proposed changes acceptable.

SVC-116 - Cable TV Negotiation Records - proposed changes acceptable.

SVC-119 - Cell Tower Leases - proposed changes acceptable.

However, on item SVC-128 - Contracts, Leases, and Service Agreements. Add to the end of the description - Including services provided to a third party for payment. Such as a cell tower leases, and other services provided to the city. New changes acceptable.

SVC-121 - Certified and Priority Mail Receipts with Tracking Information - proposed changes acceptable.

SVC-122 - Citizen Request Database - after some discussion the item and PR108 - Citizen Request Database will be combined and moved to the General schedule and the Record Title will be Request for Service. The retention period will be changed to three years from the date of request. New changes acceptable.

PR-108 - Citizen Request Database - moved to the General schedule and the Record Title will be Request for Service. The retention period will be three years from the date of request. New changes acceptable.

Schultz will have the clerk schedule another meeting to review the remaining items on the retention schedule and review the Records Management Manual.

2023-0165

Records Management Manual

Schultz will have the clerk schedule another meeting to review the Records Management Manual.

[2023-0165](#)

Records Management Manual

Schultz will have the clerk schedule another meeting to review the Records Management Manual.

D. OFFICIAL REPORTS:

1. Records Analyst - None

E. POLL MEMBERS FOR COMMENT - None

F. ADJOURNMENT:

The meeting adjourned at 5:35 p.m.