



# City of Gahanna

200 South Hamilton Road  
Gahanna, Ohio 43230

## Meeting Minutes Records Commission

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

*Krystal Gonchar, Records Coordinator*

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Tuesday, April 11, 2017

4:00 PM

City Hall

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### A. CALL TO ORDER/ROLL CALL

Chair Ewald called meeting to order at 4:05 p.m.

**Present:** 5 - Laura Dachenbach, Kimberly Banning, Rick Duff, Joann Bury and Shane W. Ewald

**Absent:** 1 - Thomas R. Kneeland

### B. APPROVAL OF MINUTES

[2017-0073](#)

Records Commission Meeting Minutes for January 10, 2017

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

### C. ITEMS FOR APPROVAL

1. [2017-0075](#)

Proposed City of Gahanna Retention Schedule for April 11, 2017

Ewald asked Banning to describe changes to Council retention schedule. Banning said this change removes proposed changes/drafts to ordinances. Ewald proposed adding in the description "adopted."

Gonchar explained the few changes to the Police Department retention schedule.

Blackford explained the new series for the Development Department; this is a new commission; this will be a new process; unlike other ad hoc committees/commissions these records are not of the same value or same type of record; applications will go to Planning Commission and become a part of those records if recommended.

Franey explained changes to Service Department; updated Fleet, Engineering, Utility Billing divisions. Ewald asked about significance of SVC-229; Franey said front footage fees could be reimbursed for mains; for SVC-802, Service to migrate software and will only go 3 years back. Ewald asked about accounts that are not current; Franey said working with Water Review Board to get those cleared out and changed procedures so liens occur; for SVC-836, this is not a typical Board/Commission, it helps correct bills and permanent retention is not necessary; changes to Building Division are reflection of what State requires and suggests.

**A motion was made by Duff, seconded by Banning, that the amended Record Retention Schedule be Approved. The motion carried unanimously.**

**D. ITEMS FOR DISCUSSION**

None.

**E. OFFICIAL REPORTS:**

**1. Records Coordinator**

Gonchar provided a report from the records training presentation by Pari Swift; Swift, a representative from the Ohio Attorney General's office, formerly with the Ohio Historical Society, provided the educational presentation to city employees and Council members on January 24, 2017; it was well received, and we will continue to provide similar educational opportunities to employees within the next year.

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

None.

**G. NEXT MEETING**

August 8, 2017 at 4:00 p.m.

**H. ADJOURNMENT**

4:33 p.m.