



City of Gahanna

Meeting Agenda

Records Commission

Office of the Clerk of Council
200 South Hamilton Road
Gahanna, Ohio 43230

Rebecca W. Stinchcomb, Mayor
Laura Dachenbach, Citizen Member
Rick Duff, Citizen Member
Kimberly McWilliams, CMC, Clerk of Council
Shane W. Ewald, City Attorney, Chairman
Jennifer Teal, Director of Finance
Rory Gaydos, Director of Information Technology
Sharon Montgomery, Records Administrator

Thursday, May 21, 2015

4:00 PM

City Hall

A. CALL TO ORDER/ROLL CALL

B. ADMINISTRATION OF OATH TO CITIZEN MEMBER

C. APPROVAL OF MINUTES

[2015-0107](#) January 13, 2015 Records Commission Minutes

D. ITEMS FROM RECORDS ADMINISTRATOR

[2015-0106](#) Records Commission Supporting Documents

FOR APPROVAL:

1. Records Numbering Naming System
2. Finance Department - retention schedule additions
3. All Departments - retention schedule omission & additions

FOR INFORMATION:

1. Intellivue update
2. Legislative update
3. Case law update

E. COMMENTS, ITEMS NOT ON AGENDA

F. NEXT MEETING DATE: August Meeting

G. ADJOURNMENT