MINUTES
CITY RECORDS COMMISSION
CITY OF GAHANNA, OHIO
TUESDAY, January 13, 2015
NOTE: LAW LIBRARY

CALL MEETING TO ORDER @ 5 p.m.

Ewald called the Records Commission to order at 5 p.m., January, 13th, 2015.

PRESENT

Ewald, Stinchcomb, McWilliams, Teal, Dachenbach, Montgomery.

ELECTION OF CHAIR

Stinchcomb moved to nominate Ewald Chair; seconded by Teal; motion was approved.

APPROVAL OF MINUTES: November 18, 2014

McWilliams moved to approve minutes; seconded by Teal; motion was approved.

ITEMS FROM CITY ATTORNEY
FOR APPROVAL

> 1. Records Policy
>
> Working to review records policy; Ewald welcomed comments; Stinchcomb inquired if records definitions have come from Ohio Revised Code (ORC); Ewald confirmed; Stinchcomb inquired if there was a conflict from the last discussion specifically referencing voice communications; Ewald noted in the future we can adopt or exclude formats based on established laws in the State of Ohio; Stinchcomb inquired if we would be adopting specific names and phone numbers contained in the document; Ewald replied no; the names were placed with phone numbers at the bottom of the document and will not be adopted; Stinchcomb recommended separating from adoption by dotted line; Ewald agreed, will put a dotted line and below the line will be omitted from adoption.
>
> Motion to approve records policy by Stinchcomb; seconded by McWilliams; motion was approved.

2. Fee Schedule

Stinchcomb inquired if there were any major changes; Ewald noted removal of obsolete items, such as Mylar maps, reducing amount of CDs internally, costs of CD/DVDs have dropped; clarified when records requests are small it costs more in labor to acquire compensation than gained by the City; changes to threshold for charging for requests move up to "under $5.00" in total costs is free to the requester; Teal recommended removal of additional asterisks and put one amount by "cost" at the top; will clarify and change formatting; Dachenbach noted summarizing into under $5 dollars is a helpful amendment to staff and requesters; Ewald clarified removal of asterisk to second line next to "cost."

Motion to approve schedules by Stinchcomb; seconded by McWilliams; motion was approved.

ITEMS FROM RECORDS ADMINISTRATOR
        FOR INFORMATION

1. Legislative update

Montgomery gave legislative update; many followed bills have died for lack of action at the end of the two-year session; noted DataOhio package we are following; House put package into one bill, HB 324, but did not act on bill in lame duck session; plan to reintroduce in one bill in three weeks; will have provisions that affect us; will continue to monitor progress; Ewald noted grant program that may help us store records online; Montgomery noted grant funds would be to assist in cost of uploading to the DataOhio website, from which the state would provide links to the records archive.

COMMENTS, ITEMS NOT ON AGENDA

There were none. Ewald noted continued work on records retention schedule; most departments have given us feedback; next step is to bring an amended retention schedule forth in a few months to review and adopt changes at the next Records Commission meeting.

NEXT MEETING DATE:

Ewald requested next records meeting for March 24, 4:00 p.m.

Ewald noted the Council did not choose to approve code change proposal to allow members to have voting designees when they cannot attend; Council authorized an additional member from the public; McWilliams noted the advertisement would be next week; will add one citizen-at-large, bringing the Commission to seven voting members.

ADJOURNMENT

Ewald adjourned the Records Commission at 5:19 p.m.

(Agenda distributed January 12th, 2015)

                Records Commission
                      Shane Ewald, City Attorney
                      Rebecca W. Stinchcomb, Mayor
                      Kimberly McWilliams, Clerk of Council
                      Jennifer Teal, Finance Director
                      Rory Gaydos, Info. Tech. Dir.
                      Laura Dachenbach, Citizen Member
                Records Administrator
                      Sharon Montgomery

Reported by Christopher Weisenberger, Deputy Clerk of Council

_____

Approved by the Records Commission on _____

_____

Shane Ewald, Chairman   Date