



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, CMC, Clerk of Council
Joann Bury, Director of Finance
Rory Gaydos, Director of Information Technology
Laura Dachenbach, Citizen Member
Rick Duff, Citizen Member

Tuesday, June 14, 2016

4:00 PM

City Hall

A. CALL TO ORDER/ROLL CALL

Shane Ewald called the meeting to order at 4:00 p.m.

* Mayor Tom Kneeland arrived at 4:08 p.m.

Present: 5 - Rory Gaydos, Rick Duff, Thomas R. Kneeland, Joann Bury and Shane W. Ewald

Absent: 2 - Laura Dachenbach and Kimberly Banning

B. APPROVAL OF MINUTES

[2016-0195](#)

Records Commission Minutes- January 12, 2016

A motion was made by Duff, seconded by Gaydos, that these Minutes be Approved. The motion carried by unanimous vote.

C. ITEMS FOR APPROVAL

1. All Departments Retention Schedule

Holbrook said updated city-wide retention schedule; Completely overhauled General, Building, Legal, IT, Parks, Zoning, HR, minor changes to Council, PD, and Service; All other departments remain the same, except for change in media format; Changed to "multi"; Also took out retention periods that included "microfiche" or "microfilm"; Troy Euton, Abby Cochran, Ewald, Gaydos are present and able to answer questions; Duff asked who updated fee schedule, Holbrook informed him she did; Tried to create one brand for all forms; Ewald said this will be posted online; Gaydos said this ties in well with other city documents.

Ewald said let's walk through page by page. Pg 7 is red because this board was just formed; Realized vacancy documents did not fall on a schedule; Wanted to centralize history records in Council office; Eliminated Civil Service RC-2 to add to HR; Pg 16 Law Department,

Duff said legal holds should be more definitive; Ewald said if we get a request for discovery, this holds records for limited time; Says when hold is released, said this is just an action, used rarely; Pg 17 IT-103 typo, email is misspelled; Bury said on pg22, item 04-1 we forward all bankruptcy notifications to City Attorney; Should this item be removed from Finance schedule; Gaydos asked if we get originals or copies; Ewald said it comes into the building but eventually is retained in law department; From tax standpoint, why would we keep this; Bury said this would go through RITA; Ewald said ok with keeping for 5 years; Ewald said can move to Legal RC-2; Holbrook said on 98-2 real estate taxes referred to an old GS #, asked if Bury is ok changing language for approval now, and can update entire Finance RC-2 later; Mayor's office pg 26. Disaster plans include General's Emergency Management plan; Mayor said yes; Ewald said, this is not a releasable record to the public, Mayor agreed; Mayor said should include business continuity plans; Ewald said we do have a retention plan, but exempt from public record; Gaydos asked if this should be on general schedule, Mayor said should be under his RC-2; Pg 32 Service, question about permit database for SVC-1005; Franey said a holdover for things that still exist but at some point they will no longer be readable; Pg 35 only change is removal of SVC-127 since now on general schedule; Pg 38 change moved to GS; PG 51, Bury asked if removal of Bankruptcy records from Service; Franey said if money never comes back to account, then sees no need to keep these records on Service RC-2; Bury asked if we could just remove this but change Legal's retention to 4 years after audit; Mayor said on pg 50, SVC-702 Electronic Message Boards, how are these kept and why is this a record, if it is just a message; Franey said "until no longer of administrative value" it just tells service they can get rid of it whenever they want; Franey said this is kept because it is easier to copy if needed; Gaydos said maybe this could just be under general as correspondence; Holbrook said this helps serve a purpose of getting rid of items.

A motion was made by Bury, seconded by Duff, that the Retention Schedules be approved as ammended. The motion carried unanimously.

2. Public Records Policy

Holbrook said tried to make this a single page in order to create a poster to place in City Hall; Asked about concerns; Duff said this is an excellent job.

A motion was made by Gaydos, seconded by Duff, that the Public Records Policy be approved. The motion carried unanimously.

3. Public Records Fee Schedule

Duff said this is simpler, easier to understand, compact.

A motion was made by Duff, seconded by Bury, that the Public Records Fee Schedule be approved. The motion carried unanimously.

4. Disposal of Obsolete Records (RC 1) Leaf Vacuuming Program

Holbrook said this was previously filled out but not formally submitted to the Commission; Final program year ended in 2008; Just need to be disposed of, but not needed on retention schedule; Ewald asked how long they go back to, Holbrook said 1996; Asked Mayor if he plans to bring back program; Mayor said no; Ewald said at this point serve no administrative purpose.

A motion was made by Bury, seconded by Ewald, that the disposal of obsolete records be approved. The motion carried unanimously.

5. Disposal of Obsolete Records (RC 1) Council Annual Reports

Holbrook said annual reports were submitted to Council, but these are summaries of ordinances; We are getting rid of documents that summarize records, no longer keeping this on retention schedules; Mayor asked if these are duplicates of Finance records; Bury said they are not financial annual reports; City Attorney's are still required by Charter, but no other department.

A motion was made by Bury, seconded by Duff, that the disposal of obsolete records be approved. The motion carried unanimously.

6. Disposal of Obsolete Records (RC 1) City Cultural Diversity Award

Holbrook said cleaned out box of records from Mayor's office; These don't fall anywhere on a schedule; Met with Jen Teal, serve no value or purpose; Holbrook said may not be necessary, but because of language wants to be safe and not sorry.

A motion was made by Duff, seconded by Bury, that the disposal of obsolete records be approved. The motion carried unanimously.

[2016-0198](#)

Records Commission Documents 6/14/2016

D. ITEMS FOR DISCUSSION

1. Emergency Disaster Plans (and Joint Dispatch Records)

Holbrook said this item was discussed in December meeting and was tabled. Asked Spence if the copies of emergency plans need to be kept and if they need to be kept offsite. Spence said a copy of a copy was contained in this box. Has now been updated electronically. This is an obsolete copy that can be destroyed. Plans have changed

considerably. State now has process that overrides this. Not on a schedule. Holbrook asked if the "joint dispatching records" in the same box need to be kept. Spence said they do not, we can do an RC-1 for these records. Holbrook said these records are from 1997-2002 according to the Fireproof description. Confirmed we can withdraw the box from offsite storage and dispose of accordingly. Ewald asked for a motion on the RC-1, obsolete record disposal for the joint dispatching records from 1997-2002.

A motion was made by Duff, seconded by Bury, that the records be disposal of obsolete records be approved. The motion carried unanimously.

E. OFFICIAL REPORTS

None.

F. COMMENTS, ITEMS NOT ON AGENDA

None.

G. NEXT MEETING

September 13, 2016 at 4:00 p.m.

H. ADJOURNMENT

4:43 p.m

*APPROVED by the Records Commission, this
day of 2016.*

Shane W. Ewald