



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, September 13, 2016

4:00 PM

City Hall

A. CALL TO ORDER/ROLL CALL

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

ADDITIONAL ATTENDEES: Kayla Holbrook, Dottie Franey, Krystal Gonchar.

Present: 7 - Laura Dachenbach, Kimberly Banning, Rory Gaydos, Rick Duff, Thomas R. Kneeland, Joann Bury and Shane W. Ewald

B. APPROVAL OF MINUTES

[2016-0288](#)

Records Commission Minutes for June 14, 2016

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

C. ITEMS FOR APPROVAL

1. All Departments Retention Schedule

[2016-0289](#)

All Departments Retention Schedule

Ewald asked if all ok with General Schedule changes; Ewald said now marking drafts on items to easily distinguish; no changes to General Schedule; Ewald asked Banning to explain this removal (CN-04), Banning explained that Council was not generating Rosters so this record was removed; Banning explained that in order to find the information, one would look at the agenda or minutes; Ewald asked about CN-51, AD HOC; Banning explained that this is for any committees or boards that come up; Mayor asked if there's a trigger in Legistar to kill an item after 10 years; Banning said not built into the software and it has to be removed manually; Ewald clarified that these Ad Hoc committees were not permanent committees; Mayor asked if

Intellivue is being used for items being created now and if they are only permanent records; Holbrook said no.

Bury explained this proposed Finance schedule is cleaned up and everything is named appropriately; Pages 17-20 are basically a general schedule for Finance; Mayor asked why Finance was keeping Council documents if already in Council; Bury said this is for audit purposes and is more convenient/efficient to keep copies for short time as opposed to requesting from Council; Mayor asked about paper copies of time cards; Bury explained that Police and Dispatchers are still using paper; changes are coming in the future; Ewald asked the difference between 203 and 204; Bury responded that Finance has own check stock; Ewald suggested adding more to description in order to not cause confusion; there were no questions about Mayor's Office or Development schedules; Franey explained the change to Building section of Service's schedule; prior to 2006 the Residential Code of Ohio only required Certificates of Occupancy permits to remain permanent; wanted to include the word "all" to ensure that required documents were being kept; wants to change SVC-1003 to include the word "all", and make application plural; Ewald asked for any other changes; were none.

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

D. ITEMS FOR DISCUSSION

Ewald said he spoke with Gaydos about moving towards Office 365 and he's excited about it; Gaydos said process for retrieval will be similar.

E. COMMENTS, ITEMS NOT ON AGENDA

Duff said that he has reviewed the entire document and did not find any errors; wanted to say good job to everyone who worked on this; Ewald said every department has worked hard on this, and this completes every department; Gonchar gave an update on the Records Program; Gonchar said disposal process has gone smoothly due to the updated retention schedules, not having to submit RC-3 forms to the state makes the process more efficient; departments have taken initiative to dispose of records; Franey said she has found it easy to dispose of many boxes and it has helped her department.

F. NEXT MEETING

Tuesday, January 10, 2017 at 4:00 p.m.

G. ADJOURNMENT

4:45 p.m.

Krystal Gonchar, Reporting.