



# City of Gahanna

## Meeting Minutes

### Records Commission

200 South Hamilton Road  
Gahanna, Ohio 43230

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Tuesday, January 8, 2019

4:00 PM

City Hall, Committee Room

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#### ORGANIZATIONAL MEETING

##### A. CALL TO ORDER/ROLL CALL

Mayor Kneeland called the meeting to order at 4:03 p.m.

\* Mayor Kneeland left at 4:11 p.m.

**Present:** 6 - Kimberly Banning, Rick Duff, Thomas R. Kneeland, Joann Bury, Shane W. Ewald and Craig Main

**Absent:** 1 - Laura Dachenbach

##### B. ELECTION OF CHAIR

A motion was made by Ewald, seconded by Main, to elect Rick Duff as the Chair of Records Commission. The motion carried unanimously.

##### C. APPROVAL OF MINUTES

[2018-0242](#)

Records Commission Meeting Minutes for October 23, 2018.

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

##### D. ITEMS FOR APPROVAL

None.

##### E. ITEMS FOR DISCUSSION

Main brought up the discussion of adding an item to the Records Retention Schedule; stated that there is a need to maintain call history for the Utility Billing Division phone lines to assist with reports of call volumes, queued phone longs, average talk time, credit card payments, etc.; the Utility Billing Division runs a report monthly; stated that the vendor needs to know how long to retain call history on their end. After discussing the reasons for maintaining those reports, it was determined that the item would be added to the retention schedule at the next

meeting, with a recommended retention period of “until no longer of administrative value.”

**F. OFFICIAL REPORTS**

None.

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

None.

**H. NEXT MEETING**

Tentatively set for May 14, 2019.

**I. ADJOURNMENT**

By Ewald at 4:21 p.m.