



# City of Gahanna

## Meeting Minutes

### Records Commission

200 South Hamilton Road  
Gahanna, Ohio 43230

*Ray Mularski, City Attorney, Chair*  
*Laurie Jadwin, Mayor*  
*Joann Bury, Director of Finance*  
*Craig Main, Director of Information Technology*  
*April Beggerow, Clerk of Council*  
*Kari Hawk, Resident Member*  
*Laura Dachenbach, Resident Member*

*Krystal Gonchar, Deputy Clerk of Council*

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Tuesday, January 14, 2020

4:00 PM

City Hall, Committee Room

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#### Organizational Meeting

#### CALL TO ORDER

**Present:** 5 - Craig Main , April Beggerow MPA CMC, Laurie A. Jadwin , Kari Hawk and Laura Dachenbach

**Absent:** 2 - Joann Bury and Raymond J. Mularski

#### A. SWEAR IN MEMBERS

Mayor Jadwin swore in Hawk and Dachenbach.

#### B. ELECTION OF CHAIR

A motion was made by Beggerow to nominate City Attorney Mularski to serve as the Chair for the year 2020; no other nominations were made. The motion carried unopposed.

#### C. APPROVAL OF MINUTES

[2019-0186](#)

Records Commission Meeting Minutes for September 10, 2019.

A motion was made by Beggerow to Approve the minutes from the last meeting. The motion carried unopposed.

#### D. ITEMS FOR APPROVAL

## **Changes to Citywide Record Retention Schedule: Police Department**

[2020-020](#)

Proposed City wide Record Retention Schedule 1.14.2020

Chief Spence reviewed the proposed changes to the Police Department Record Retention Schedule (attached); the changes were straightforward; there were no concerns or opposition.

**A motion was made by Main, seconded by Dachenbach, to Approve the proposed changes to the City Record Retention Schedule. The motion carried unanimously.**

### **E. ITEMS FOR DISCUSSION**

Since there were new members, everyone introduced themselves and stated their roles.

### **F. OFFICIAL REPORTS:**

#### **1. Records Coordinator**

Gonchar provided a brief summary of the attached Auditor of State bulletin; stated that the city is already following the procedures and best practices outline; no new implementations to the records program are necessary; this new star rating system is a great way to show off our hard work; met with the City Attorney and Assistant City Attorney to review each item on the list; all looks good.

[2020-019](#)

Auditor of State Bulletin Issued 11.18.2019, RE: Ohio Sunshine Laws and New Star Rating System

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

Gonchar stated that there were historical items being stored in the basement that were not official city records, but they were kept because they provide some historical value to the city; the Gahanna Historical Society is interested in transferring those boxes to their facility to preserve and display them. Hawk said the society would be very appreciative if they could obtain them and is glad they were kept. Gonchar stated that they were of no use being stored in boxes in the basement, and the society has the means to organize them and display them; if in the future, they no longer wanted them, the city would take them back. Mayor Jadwin said that the project would be very useful for

upcoming city celebrations.

A motion was made by Jadwin, seconded by Hawk, to authorize the transfer of history boxes to the Gahanna Historical Society. The motion passed unanimously.

#### **H. NEXT MEETING**

Tentatively set for July 2020.

#### **I. ADJOURNMENT**

At 4:23 p.m.