



City of Gahanna

Meeting Minutes

Records Commission

Office of the Clerk of Council
200 South Hamilton Road
Gahanna, Ohio 43230

Rebecca W. Stinchcomb, Mayor
Laura Dachenbach, Citizen Member
Rick Duff, Citizen Member
Kimberly McWilliams, CMC, Clerk of Council
Shane W. Ewald, City Attorney, Chairman
Jennifer Teal, Director of Finance
Rory Gaydos, Director of Information Technology
Sharon Montgomery, Records Administrator

Thursday, May 21, 2015

4:00 PM

City Hall

A. CALL TO ORDER/ROLL CALL

City of Gahanna Records Commission met on Thursday, May 21, 2015 in the Law Library of City Hall, 200 South Hamilton Road, Gahanna, Ohio. Chairman Ewald called the meeting to order at 4:05 p.m. Agenda for this meeting was published on May 20, 2015.

Present: 7 - Rebecca W. Stinchcomb, Laura Dachenbach, Clerk of Council Kimberly McWilliams CMC, Shane W. Ewald, Jennifer Teal, Rory Gaydos and Sharon Montgomery

B. ADMINISTRATION OF OATH TO CITIZEN MEMBER

Ewald administered the oath of office to Richard Duff, who was appointed for a three-year term as a Citizen Member of the commission.

C. APPROVAL OF MINUTES

[2015-0107](#)

January 13, 2015 Records Commission Minutes

Motion by McWilliams, seconded by Stinchcomb, to approve the minutes of the January 13, 2015 Records Commission meeting. The motion carried.

D. ITEMS FROM RECORDS ADMINISTRATOR

[2015-0106](#)

Records Commission Supporting Documents

FOR APPROVAL:

1. Records Numbering Naming System

Montgomery explained the draft of the new format for retention

schedules; records are found in more than one department with specific records series; the format produces one comprehensive schedule for all City records while identifying the department responsible for the official record copy; this should eliminate the problem of record officers needing to refer to two different schedules and make more clear where the official record copy resides; this format should also simplify the process when one office has older records another office is now responsible for; instead of having to transfer the records to the current custodial office so the custodial office can do the disposal; suggested the schedule with only the series name and description be posted on the city public website because adding all the retention periods makes the document cumbersome; Ewald said this is similar to what other cities do; Montgomery said on a side note the T Drive needs to be more of a Transfer Drive and have universal naming; suggested a G drive for keeping storage as the T Drive is more used for; Mayor Stinchcomb said each department should have a records clerk; Gaydos said the index will be searchable by name or keyword; Montgomery said it could be several years before everything is digitized; Mayor Stinchcomb said there are a number of duplicates of records; Montgomery said her goals are to sort out the transfer of records and the retention of records in each department; McWilliams said each department will have a one on one to review retention schedule and their records policies and schedule will be on the intranet; older items are an issue; each department needs to understand their retention schedule and what records they maintain; will get a process for City wide record policy; Ewald said we are working on developing a naming system for Intellivue; hope to have this done by the end of this year before a new Mayor; GS categories will apply to each department and then there will be subcategories for individual departments in terms of a schedule; Gaydos said there two digitalized versions, Intellivue will house all the paper and will backlog, and then there is items digitized to begin with such as items on the T drive; are in a conversion and everything will be in one place; Ewald said public will be able to see what the retention for example, agendas are and ask for those to date back to that time.

Motion by Stinchcomb, seconded by Gaydos to approve the records numbering naming system. The motion carried.

2. Finance Department - retention schedule additions

Montgomery said Joann Bury, Deputy Finance Director, requested that four things be added to the schedule they currently have; (see supporting documents); the remote deposit capture where checks are

written to the City and deposited remotely; suggests we keep those until audit report is certified and received; deposited check images and cancelled checks that have been returned; we now get those on a CD with an image; suggested we keep those for five years. Ewald referenced the adjustment of the general schedule (GS) schedule items; Montgomery said on the all department schedule we are removing the series we are calling amended GS-24 purchase orders and invoices; no need for amended amended. Ewald said we are adding series GS-54 and GS-55; Ewald asked how long we are keeping the purchase orders and invoices for GS-54; Bury said it is just for departments who scan and email their purchase orders that will be kept for 60 days; Finance has to print out what is emailed to them because they do not have electronic signatures yet; Ewald suggested we notate on the GS-54 addition that it is for each department except Finance; Ewald confirmed and asked if this will transfer to the 94-4; Montgomery suggested we notate in the Retention Period under GS-54 that once emailed to Finance that Finance will hold the record under 94-4. Ewald said we will update the language under GS-54. Montgomery and Bury suggest we make the same reference under GS-55 as they will be retained in the same way. Ewald requested Motion to Approve both proposed retention schedule amendments.

Motion by McWilliams, seconded by Stinchcomb to approve the amendments for the proposed retention schedules. The motion carried.

3. All Departments - retention schedule omission & additions

Ewald discussed all retention schedules in the Finance Department - retention section as it all was related. See Finance Department - retention item for discussion.

FOR INFORMATION:

1. Intellivue update

McWilliams explained we have a contract with Intellinetics for their Intellivue document management software; backfiled all microfilm back to 1890s; easy tool for searching, will save trips to the basement and from requesting off site storage be returned; will save money and will protect original copies; great feedback; Human Resources department is on deck and preparing for its digitization and indexing; will be trained on software shortly; the program has retention periods

built in; excited to be a part of this change.

2. Legislative update

Montgomery said all bills in summary provided are in committees, usual items that require improving privacy and increasing ability to access; Senate Bill to restrict access to certified death certificates containing full social security numbers would allow the press to have the full number. Duff asked about Senate Bill 69 the social security display narrowing down to three characters instead of the standard last four; Montgomery said this bill came up in the last session and did not go anywhere and they are trying it again; we need to find out if this definition were to be applied beyond the ORC section in the bill and which of our records contain the abridged number; if the bill passes we will have some homework.

3. Case law update

JC Marketing v. McGinty

Montgomery said the confidential law enforcement investigatory records is complex; the law says you do not release them when there is a high probability of releasing anything disclosed here (see supporting documents); the lower court looked at them in private and said the prosecutor had to give up investigative records; denied attorney client privilege; went to appeal; appeal court said the reports should be given for discovery but redact officers names but the emails could not be discovered and Ohio Supreme Court upheld that; rather complex.

E. COMMENTS, ITEMS NOT ON AGENDA

Nothing.

F. NEXT MEETING DATE: August Meeting

Consensus for the next meeting date, Thursday, August 20, 2015 at 4:00 p.m.

G. ADJOURNMENT

By consensus; 5:00 p.m.