



# 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*

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Tuesday, September 13, 2016

4:00 PM

City Hall

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### 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.**