



# 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, November 1, 2016

4:00 PM

City Hall

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### A. CALL TO ORDER/ROLL CALL

Chair Ewald called the meeting to order at 4:05 p.m.

ADDITIONAL ATTENDEES: Amanda Parker, Abby Cochran, 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

[2016-0337](#)

Records Commission Meeting Minutes for September 13, 2016

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

### C. ITEMS FOR APPROVAL

#### 1. All Departments Retention Schedule

[2016-0338](#)

Proposed All Departments Record Retention Schedule

Ewald asked Krystal Gonchar to explain the reason for today's meeting; Gonchar said that Court needed to make changes to their retention schedule, the proposed changes would decrease the offsite storage inventory by 180 boxes and save nearly \$600 annually. Amanda Parker explained that 10 days after a case is closed, LEADS (Law Enforcement Automated Data System) documents will be removed from the case file and shredded; these case files will be held on site; due to changes of LEADS requirements; signs added to doorways to court and police department; saves money, reduces labor. Duff asked to explain these records. Parker explained that these

are reports run by law enforcement. Ewald said other cities have moved to this retention period, and the Ohio Historical Connection recommends this retention period. Mayor said better to reduce risk with these records.

Mayor asked about requirements for court employees to have LEADS certification. Parker said court is considered "non-terminal agency" and audits will begin in the future so need to ensure compliance.

Ewald said that Acting Deputy Chief Spence has been very helpful in this process since the Police Department also deals with these records. Duff asked if summary data is retained after 5 years. Parker said dockets are permanent unless sealed. Dachenbach asked where they are being stored, paper or online; Parker said offsite and locked up onsite, and information is stored in software but only for internal viewing. Dachenbach mentioned that Franklin County Courts is now online, and you can search records pretty far back. Ewald said City protects private information.

Abby Cochran discussed Human Resources retention period changes; was set for longer originally with intent to revisit; have determined now that the period can be shortened. For Fair Practices File wanted to add that this information cannot be used against an employee; still want access to files to be consistent but contract wording says the items cannot be pulled by the person. Under Finance there was a series for invoices, want to keep invoices on their department retention schedule; other items were not previously accounted for on the retention period.

Kim Banning said under Council retention schedule, adding this document, Appeal Request Letter, because it is not part of the appeal because it is prior to the appeal, but should be accounted for.

Gonchar discussed changes to Parks & Recreation retention schedule; determined that Memberships do not need to be a separate series and can be combined with Program Registrations; just a cleanup; Swim Test cards were found at the end of this pool season and determined that this did not fit well under any other series. Duff asked if under Program Registrations, if the part about incident reports can be removed since there's a series for incident reports, to cleanup series. Ewald agreed.

**A motion was made by Bury, seconded by Banning, that the Retention Schedule be approved as amended. The motion carried by unanimous vote.**

## **D. ITEMS FOR DISCUSSION**

None.

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

Banning gave update on digital footprint of City, said Police Department is now fully digital, and disposal is up-to-date. Banning said Council is nearly complete; has been cost savings, freed up storage space; everyone happy with how easy it is to get digital records.

Cochran added that personnel files are now complete in Intellivue software.

**F. NEXT MEETING: Tuesday, January 10, 2017 at 4:00 p.m.****G. ADJOURNMENT**

4:30 p.m.

**Krystal Gonchar, Reporting.**