



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, Clerk of Council
Joann Bury, Director of Finance
Laura Dachenbach, Citizen Member
Rick Duff, Citizen Member

Tuesday, January 10, 2017

4:00 PM

City Hall

Organizational Meeting

A. SWEAR IN MEMBERS

1. Laura Dachenbach – term to expire on December 31, 2019

City Attorney administered the Oath of Office for Laura Dachenbach.

B. CALL TO ORDER/ROLL CALL

Gahanna Records Commission met on Tuesday, January 10, 2017, in the Committee Room of City Hall, 200 South Hamilton Road, Gahanna, Ohio. Shane Ewald, called the meeting to order at 4:05 p.m. Agenda for this meeting was published on January 6, 2017.

Present: 6 - Laura Dachenbach, Kimberly Banning, Rick Duff, Thomas R. Kneeland, Joann Bury and Shane W. Ewald

C. ELECTION OF CHAIR

A motion was made by Dachenbach, seconded by Duff to appoint Shane Ewald as Chair of the Records Commission. The motion carried unanimously.

D. APPROVAL OF MINUTES

[2017-0014](#)

Records Commission Meeting Minutes from November 1, 2016.

A motion was made by Kneeland, seconded by Duff, that these Minutes be Approved. The motion carried by a unanimous vote.

E. ITEMS FOR APPROVAL

1. All Departments Retention Schedule

[2017-0015](#)**Proposed All Departments Record Retention Schedule**

Franey provided a summary for each proposed change to the Service Department retention schedule; Duff asked about Red Flag series; Franey explained that these are Federal rules that govern personal information; used for Utility Billing. Ewald asked if there's still a notice provided to residents when disposing of construction drawings; Franey said Building Division has not done that for years due to staff time involved.

A motion was made by Banning, seconded by Duff, that the Retention Schedule be Approved as amended. The motion carried by the following vote:

Yes: 6 - Dachenbach, Banning, Duff, Kneeland, Bury and Ewald

F. ITEMS FOR DISCUSSION

None.

G. OFFICIAL REPORTS:**1. Records Coordinator**

Gonchar informed the Commission that in January, 2016, prediction for box disposal was 481 and as of December, 31 have disposed of 486 boxes; have permanently withdrawn 277 boxes from Fireproof, which cuts the monthly bill by 1/3; once the proposed Service Department retention schedule is approved, will dispose of another 30 boxes. Recently coordinated with Fireproof and Ohio Mobile Shredding to dispose of 200 plus boxes for Court.

H. COMMENTS, ITEMS NOT ON AGENDA

Ewald said that the previous Records Administrator served the City well during her tenure and congratulated the new Records Coordinator.

I. NEXT MEETING

Tuesday, April 11, 2017 at 4:00 p.m.

J. ADJOURNMENT

4:20 p.m. by Ewald

