



# City of Gahanna

## Meeting Minutes

### Records Commission

200 South Hamilton Road  
Gahanna, Ohio 43230

*Shane W. Ewald, City Attorney, Chair*  
*Thomas R. Kneeland, Mayor*  
*Kimberly Banning, Clerk of Council*  
*Craig Main, Director of Information Technology*  
*Joann Bury, Director of Finance*  
*Laura Dachenbach, Citizen Member*  
*Rick Duff, Citizen Member*

*Krystal Gonchar, Records Coordinator*

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Tuesday, October 31, 2017

4:00 PM

City Hall

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#### A. CALL TO ORDER/ROLL CALL

Chair called the meeting to order at 4:05 pm.

**Present:** 6 - Laura Dachenbach, Rick Duff, Thomas R. Kneeland, Joann Bury, Shane W. Ewald and Craig Main

**Absent:** 1 - Kimberly Banning

#### B. APPROVAL OF MINUTES

[2017-0218](#)

Records Commission Meeting Minutes for Tuesday, April 11, 2017

**A motion was made by Bury, seconded by Duff, that the Minutes be Approved.  
The motion carried unanimously.**

**Yes:** 6 - Dachenbach, Duff, Kneeland, Bury, Ewald and Main

**Absent:** 1 - Banning

#### C. ITEMS FOR APPROVAL

[2017-0222](#)

Proposed City of Gahanna Record Retention Schedule

Ewald asked about changes to PD retention schedule, are contents of files being kept by Police Department now or are they duplicates; Cochran said no, and this is required by the Fraternal Order of Police, in their bargaining contract; Ewald asked if we had concerns, Cochran said no.

Kneeland asked about last item added to HR retention schedule; Cochran said this is all new series, were not previously accounting for these items.

Franey explained changes made to Service retention schedule.

**A motion was made by Bury, seconded by Duff, that the Proposed Record Retention Schedule be Approved. The motion carried unanimously.**

**Yes:** 6 - Dachenbach, Duff, Kneeland, Bury, Ewald and Main

**Absent:** 1 - Banning

**D. ITEMS FOR DISCUSSION**

None.

**E. OFFICIAL REPORTS:**

**1. Records Coordinator**

[2017-0219](#)

Report from the Records Coordinator

Gonchar explained that the attachment is the new manual published by the Local Government Records Group; extensive and they worked hard to create it; thought the Commission might be interested in reviewing; said when we updated the Records Program here such a thing did not exist for reference.

Gonchar said that City has coordinated with the Ohio Attorney General's Office to host Sunshine Law Training in Spring of 2018; most convenient and effective way to become certified.

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

None.

**G. NEXT MEETING**

Tentative date set for Jan. 9, 2018 at 4:00 p.m.

**H. ADJOURNMENT**

4:25 p.m.