



# City of Gahanna

## Meeting Minutes

### Records Commission

200 South Hamilton Road  
Gahanna, Ohio 43230

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

*Krystal Gonchar, Deputy Clerk of Council*

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Tuesday, September 10, 2019

4:00 PM

City Hall, Committee Room

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

City Attorney Shane Ewald called the meeting to order at 4:11 p.m.

**Present:** 4 - Joann Bury, Shane W. Ewald, Craig Main and April Beggerow

**Absent:** 2 - Laura Dachenbach and Thomas R. Kneeland

#### B. ELECTION OF CHAIR

A motion was made by Ewald, seconded by Main, to nominate Beggerow Chair of Records Commission. There were no other nominations. The motion carried by unanimous vote.

#### C. APPROVAL OF MINUTES:

[2019-0127](#)

Records Commission Meeting Minutes for Tuesday, January 8, 2019.

The minutes were approved by unanimous consent.

#### D. ITEMS FOR APPROVAL/DISCUSSION:

##### - Updates to the Record Retention Schedule

Gonchar stated that there was a pending item to discuss from the last meeting; regarding the call logs that Utility Billing used for reports; it was determined back in January, that should the Utility Billing Division need those reports for normal course of business, that the record retention would be "until no longer of administrative value." Ewald confirmed that the call logs were not relevant for billing and that the Utility Billing Division

would not be creating any such reports. It was determined that no changes would need to be made to the retention schedule.

The next item for discussion was the policy for the city email system. Gonchar stated that the current process for searching emails was as follows:

The system retains all emails for one year; users can store emails longer than one year in their email accounts, but when there is a search for emails as part of a records request for example, anything over one year must be searched from individual email accounts, not through the archive; outlined two scenarios: one was to remove the archive and utilize an auto-deletion feature; the second was to remove the archive and not include an auto-deletion feature.

Bury stated that having experience working for a public office that had the auto-deletion feature, and coming to the city where it is not utilized, she would be for it. Main stated that it would be a culture change to have employees not dump everything onto the hard-drive just to clean out their emails; that would increase storage on our servers; has seen this happen. Gonchar stated the goal is to get employees to stop using their email as storage for important records; would require training and education and foresight. Ewald said we need to be confident about what records exist and don't exist; suggested we create a deadline for implementation, to give people time to review what emails need to be saved; suggested a 3 year cutoff. Bury agreed that 3 years to start would be good; after a year we could decrease to 2 years if needed; and after year 3, we could determine where we are at. Beggerow and Ewald agreed.

**A motion was made by Ewald, seconded by Bury, to adopt an email management policy to remove the option of an email archive, set a cap on emails being saved in the system to three years, beginning January 1, 2020. The motion carried by the following vote:**

**Yes:** 3 - Bury, Ewald and Beggerow

**No:** 1 - Main

**Absent:** 2 - Dachenbach and Kneeland

**E. OFFICIAL REPORTS:****- Records Coordinator**

Gonchar stated that she, Beggerow, and Main met with a few companies to check out document management software; still gathering some info and will make a decision to bring to Council for approval; hoping for a 2020 implementation; the goal is to have a public interface.

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

No additional comments.

**G. NEXT MEETING**

Tentatively set for January 14, 2020.

**H. ADJOURNMENT**

At 5:17 p.m.