

RECORDS COMMISSION MEETING

MINUTES - JUNE 7, 2018

Ms. Freimark called the Records Commission meeting to order at 10:00 a.m. on Thursday, June 7, 2018, in City Council Chambers.

On roll call by the clerk, the following members of council were present:

City Attorney Michael Bivens
City Auditor Dan Miller
City Council Clerk Mary Freimark
Community Representative Lenora Miller

NEW BUSINESS

Ms. Freimark distributed a folder that included city department's RC-2 forms, RC-3 forms from Parks and Recreation and Human Resources, and an RC-4 form and an updated RC-2 form from the Police Department.

They discussed RC forms as follows:

- RC-2 form is the actual Records Retention Schedule.
- RC-3 form needs to be completed only if the box is checked that an RC-3 form is required on the RC-2 form.
- RC-4 is an internal form that was created for each department to keep track of what they are destroying. This form stays in the department for reference.

The Records Commission signed off on the Police Department's updated RC-2 form. Both the RC-2 form and the RC-3 form will be sent to Ohio History Connection.

They discussed how the RC-4 forms need to be kept by each department as a record of what they are destroying. The Records Commission does not need to see any RC-4 forms.

They will determine a date for destruction at the end of the year and the next meeting will be scheduled for October.

Meeting was adjourned at 10:36 a.m.