Village of Richfield

Subject to Approval
☐ Approved as corrected
☑ Approved as submitted

MEETING MINUTES
Monday, April 22, 2013

MEMBERS PRESENT: Mayor Bobbie Beshara, Finance Director Sandy Turk, Citizen Member Kathy Ertle, Law Director William Hanna.

Others Present: Commission Secretary Stephanie Landry.

I. Call to Order

Mayor Beshara called the meeting to order at 3:32 p.m.

II. Approval of Minutes

Ms. Ertle made a motion to affirm the approval of the October 9, 2012 minutes as submitted. Ms. Turk seconded. Mr. Hanna abstained. Ms. Ertle, Ms. Turk, and Mayor Beshara voted in favor of the motion. Motion passed.

III. Old Business

Ms. Turk reported the finance department was near completion of descriptions for their records to be added to the RC-2 (retention schedule) to comply with the new requirements. Their records are organized and the records slated for disposal are marked appropriately.

IV. New Business

Mayor Beshara reported she asked the directors to continue inventorying, boxing and marking records and writing record descriptions required to add to the RC-2. The effort will keep the process of removal and destruction of records past their retention date moving forward. Removing those records will free up much needed record storage space.

Mayor Beshara said the Village is exploring an email archival system and working with the budget to put it into place.

Ms. Landry said the Ohio Historical Society is offering their "Just the Basics" webinar in early May. The 'course' covers important information and guidelines for public officials who must deal with all aspects of public records. Village directors and records custodians will attend.

V. Next Meeting Date

Tuesday, October 15, 2013 at 4:00 p.m. is the date and time for the next meeting. The Commission will meet prior to that day if necessary.

VI. Adjournment

Mayor Beshara adjourned the meeting at 3:43 p.m.

Respectfully submitted,

Stephanie M. Landry
Records Commission Secretary

Approved:

Bobbie Beshara
Records Commission Chairman