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**CITY OF POWELL
RECORDS COMMISSION
MEETING MINUTES**

November 21, 2006

Village Green Municipal Building

- Committee members present included Steve Lutz, Debra Miller, Ken Molnar, George Kannapel, and Susie Ross.
- Ms. Ross briefly discussed the process by which the proposed changes to the record retention schedule were developed. She said the draft changes have been distributed to the Department Heads and are now before the Commission for their approval. Mr. Lutz moved to approve the proposed changes to the record retention schedule. Mr. Kannapel seconded the motion. The motion carried.
- Ms. Ross discussed the way City staff members are currently retaining emails. She said they are in the process of developing new procedures, which will be approved by the City Manager. She said there will be a meeting with staff members in January to address the changes to the schedule and email retention policy. She said they will also retrain staff on retention procedures as many new employees are from the private sector and have not dealt with records retention.
- The Committee briefly discussed the Electronic Record Retention software which has been proposed in the 2007 Budget. Ms. Ross said more information will be presented to the Committee after a procedure has been drafted.
- The next Committee meeting will be held on February 6, 2007 at 6:30 p.m.