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RECORDS COMMISSION
MEETING MINUTES
March 20, 2007
6:30 p.m.
Village Green, 47 Hall Street

Attendance: Steve Lutz, Debra Miller, Gene Hollins, George Kannapel, Susie Ross.

I. RETENTION SCHEDULE UPDATES

Susie Ross informed the Commission the previously submitted Record Retention Schedule had been reformatted and placed in alphabetical order within each department. She said the reformatting was the only change to the schedule and it was done to make it consistent and easy to use. Ms. Ross said the Commission would need to approve the schedule once again so it may be submitted to the OHS and the State Auditor for their approval.

Mr. Lutz moved that the Record Retention Schedule be approved as submitted. Mr. Kannapel seconded the motion. The motion carried.

Ms. Ross said once the approval is received from the OHS and Auditor, Staff will be trained on proper retention policies. Mr. Lutz said there will also be a Public Records law training session for Staff on Tuesday, April 10th. He said the training will be provided by Ben Albrecht, City labor attorney.

II. ELECTRONIC RECORD RETENTION

Ms. Ross updated the Commission on the installation of the SIRE Electronic Record Retention System. She said a temporary, part-time Records Clerk will be hired in the near future so the process of loading documents may begin. She said it is most likely a two year project.

III. SUBSTITUTE HOUSE BILL 9

Gene Hollins, City Law Director, provided an overview of the Open Records legislation which will go into effect on September 29, 2007. He said he will work with Staff to implement the changes required by this legislation.

IV. OTHER COMMISSION BUSINESS

Ms. Ross stated she and Debra Miller attended a seminar on Public Records. Ms. Miller said the seminar was provided by a Human Resources group and it was very informative. Ms. Ross said the attorney presenting the information stated it is unwise to charge more than 5 cents per copy for public records. Ms. Miller provided a spreadsheet which shows actual cost of \$0.047 per copy. Mr. Hollins suggested the City may want to provide copies at no charge.

Mr. Kannapel moved to change the charge per public record copy to 5 cents. Ms. Miller seconded the motion. The motion carried.

V. ADJOURNMENT

Having no further business to come before the Committee, the meeting was adjourned at 7:10 p.m. The next meeting will be held August 7th at 6:30 p.m.