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**RECORDS COMMISSION  
MEETING MINUTES**

November 6, 2008

9:00 a.m.

Village Green, 47 Hall Street

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

I. PROPOSED RETENTION SCHEDULE REVISIONS FOR 2009

Ms. Ross informed the Commission the current Record Retention Schedule was forwarded to all departments for their review. She said revisions have been received and incorporated into the draft of the Schedule placed before the Commission. She said she worked closely with the Engineering and Police Departments to make necessary changes which make the schedule more accurate. Ms. Ross said some documents were moved from departments into a new unit for the Public Information Office. She said Staff intends to review the Schedule every October and submit changes to the Historical Society at the end of each year.

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

II. REQUEST FOR ONE-TIME RECORD DESTRUCTION

Ms. Ross said an application for one-time record destruction is attached in the packet. She said a packet of old cassette tapes was found in storage and they have never been transcribed or kept for the record. She said two of the tapes are not in working order so they may be destroyed if the Commission so chooses. Ms. Ross said she has most of the other cassettes transcribed and they will be saved in draft format as they were never approved by their respective bodies. She said those tapes will then be destroyed according to the records schedule.

Mr. Hollins moved to approve the request for One-Time Record Destruction. Mr. Kannapel seconded the motion. The motion carried.

III. OTHER COMMISSION BUSINESS

Ms. Ross updated the Commission on the process of scanning of documents within the City offices. She also provided information regarding the destruction of records which were filed with and approved by the State and OHS. She invited the Commission

members to tour the new work area which was designed by a Staff committee and put into place a week earlier.

Ms. Ross said Staff still hopes to have the SIRE records search link in place on the City website by the end of 2008. She said the Temporary Part-Time Records Clerk, Jane White, has done an incredible job so far on this project. Ms. Ross said she has requested that this position be moved from temporary to permanent as a part of the 2009 Proposed Budget.

IV. ADJOURNMENT

Having no further business to come before the Committee, the meeting was adjourned at 9:30 a.m. The next meeting will be scheduled in April 2009.