

Lyndhurst, Ohio
April 30, 2018

The Records Commission of Lyndhurst met on Monday, April 30, 2018 at 10:00 a.m., in the Conference room of the Lyndhurst Municipal Center, 5301 Mayfield Road.

Present: Mayor Patrick Ward, Chief Executive;
Paul Murphy, Director of Law;
Clarice White, Citizen and Mayors Office Designee;
Kelly Miller, Acting Secretary and Council Designee.

Absent: Mary Kovalchik, Chief Fiscal Officer.

Mrs. Miller announced the purpose of the meeting is for the Records Committee members to review and approve the RC-2 schedules submitted by each department. Once approved, the paperwork will be sent to the Ohio History Connection Local Government Records Program (LGRP).

It was moved by Mr. Murphy, seconded by Mrs. White, that the Commission approve the departmental RC-2 schedules as submitted.

Mrs. Miller noted that although Mrs. Kovalchik was not in attendance, she previously reviewed and approved the RC-2 schedules for both the Finance Department and City Council.

No other business was discussed.

It was moved by Mr. Murphy, seconded by Mayor Ward, that the meeting be adjourned.

The question was put to a voice vote and passed unanimously.

Meeting adjourned at 10:07 a.m.

Approved: September 20, 2018

Attest: _____
Acting Secretary

Mayor, Chief Executive