

Lyndhurst, Ohio
September 20, 2018

The Records Commission of Lyndhurst met on Thursday, September 20, 2018 at 10:05 a.m. in the Conference Room of the Lyndhurst Municipal Center, Mayor Patrick A. Ward presiding.

Present: Mayor Patrick Ward, Chief Executive;
Paul Murphy, Director of Law;
Clarice White, Citizen and Mayor's Office Designee;
Kelly Miller, Acting Secretary and Council Designee;
Melissa DiGeronimo, Finance Designee;
Melissa Franco, Service Department Designee;
Sheila Manfredi, Building Department Designee;
Melissa Weldon, Community Center Designee;
Mike Carroll, Chief of Fire;
Dave Young, Fire Department Designee;
Kim Foran, Police Department Designee;
Dave Strasshofer, Police Department Designee.

Absent: Mary Kovalchik, Chief Fiscal Officer.

It was moved by Mrs. White, seconded by Mr. Murphy, that the reading of the minutes of the Records Commission held Wednesday, March 21, 2018, copies of which were distributed to all members, be dispensed with and said minutes stand approved as circulated.

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

It was moved by Mrs. White, seconded by Mr. Murphy, that the reading of the minutes of the Records Commission held Monday, April 30, 2018, copies of which were distributed to all members, be dispensed with and said minutes stand approved as circulated.

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

MAYOR/CHIEF EXECUTIVES REPORT – Mayor Ward did not have a formal report; however, he remarked how each department is keeping on top of their records and following the retention policy.

RECORDS COMMISSION – The Commission had no report.

APPOINTED SECRETARY – Mrs. Miller reported the RC-2 paperwork was submitted to the Ohio History Connection on May 1, 2018 and received the approval back via email on June 4, 2018. She commented a copy was sent to each department, and hopes everyone had time to review the paperwork. Mrs. Miller stated this process will continue every 3-5 years and asked for anyone to let her know if they had any questions.

Mrs. Miller mentioned the RC-3 preparation should be ongoing and reminded everyone an RC-3 only needs to be submitted to the state if you are destroying any item with a check mark in column 6 on the RC-2 or a permanent/historical record. She asked for all RC-3 schedules to be submitted to her by Thursday October 4th which is in two weeks.

Mrs. Miller also reminded the designees to update their inventory and retention dates all year. She suggested to keep an updated inventory in a binder or folder for easy accessibility.

Mrs. Miller announced there will not be a separate shredding event for records this year. She mentioned the community shred day is October 27th, and asked for anyone to let Tony Tricomi know if you need a bin.

Finally, Mrs. Miller stated she will be working on updates to handbook and hopes to be completed by the end of the year.

DEPARTMENTAL DESIGNEES – Lieutenant Strasshofer commented the Police Department may have up to 100 boxes to shred and may need a separate shredding day for their records.

Mayor Ward asked that he let Tony and Kelly know if he needs a separate shred day to be scheduled.

Mrs. DiGeronimo reminded everyone they should be keeping a records request log, as it states in the handbook.

Chief Carroll commented the fire departments gives out fire reports, which contains HIPPA info and they do not keep a request log.

Ms. Foran commented the police department gives out copies of police reports all day and they do not keep a log.

Mayor Ward stated any request of luminous documents are directed to the Law Director and we cannot ask the purpose.

It was moved by Chief Carroll, seconded by Mr. Murphy, that the meeting be adjourned.

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

Meeting adjourned at 10:25 a.m.

Approved: February 21, 2019

Attest: _____
Acting Secretary

Mayor, Chief Executive