

**Records Commission Meeting
Wednesday, January 18, 2012, 12:30 p.m.
Mayfield Village Civic Center**

MINUTES

Attending: Mary Beth Betsa, Diane Calta, Maura McKinley, Patsy Mills, Nancy Plastine, Janice Reale, Terry Skomrock, Sean Supler, Jean Vitek and Danielle Echt.

Also in Attendance: Ted Esborn

Introduction: The meeting was called to order at approximately 1:03 p.m. Jean volunteered to be chairperson for the Commission. Nancy made a motion and Patsy seconded. There was no opposition.

Jean asked for approval of the November 9, 2011 Minutes as written. Terry made a motion to approve them and Janice seconded. All in attendance approved.

Ohio Records Advisory Board Grant Opportunity

- Ted Esborn asked the committee members to brainstorm in regards to this grant. He said that the maximum amount allowed is \$3,000.
- Mary Beth suggested electronic imagine with a search feature. Ted asked what equipment would be needed. Terry said possibly a microfiche machine. Mary Beth said that twice in one week she had to search for something and the database only went back as far as the 90's so when she was looking for information from the 60's; it was very time consuming. Ted said to scan the records for permanent files, the expenses would probably be labor and equipment.
- Mary Beth also suggested off-site storage. Ted asked if it was because we needed more space for storage. Patsy said that per law, we have to store off-site. Mary Beth said there are over 300 boxes at old Village Hall. Ted said with that building coming down in the near future, there will be expenses associated with that. He asked if more boxes and labels will be needed. Patsy said we have boxes and Janice added that they are all labeled and that it really is a storage issue. Nancy asked if electronic imaging could replace boxes. Mary Beth said with off-site storage we have to drive to Cintas and pull the box so there would be a fee. With electronic imaging, we might be able to access the document on-site. Janice and Danielle thought it would probably be expensive to do the imaging because there are a lot of documents that would have to be scanned. Ted said that the Village has to match the money so even if it is over \$3,000, the project could probably still be done. Ted asked if the scanning could be contracted out. Patsy asked if the Village would hire someone to do it. Ted said he didn't think the grant would cover having an employee scan documents but it probably would be covered if it were contracted out. Terry said that some of the police documents and probably some finance documents are confidential. Patsy said that everything with Cintas is under high security. Ted said it would remain private, it wouldn't be made public. Janice said that if a Village employee were to start scanning now, you could start with current information and scan forward from that point. She said if it were contracted out, they would start with the oldest material and work their way to current documentation. Everyone agreed that presently searching for legislation is very time consuming. Ted asked where off-site storage is currently located. The commission said it is non-existent. Janice reported that most of the records are from finance and payroll and those are in old Village Hall. Ted said that it sounds like off-site storage is needed and that it would probably be the simplest. He estimated that it would be more than \$3,000.
- Ted said he would talk to the Ohio Records Advisory Board to sound off ideas and see if they would fund certain things. Mary Beth said she would get more pricing for electronic imaging from Cintas. Diane said that Mary Beth needs to make sure if Cintas does scanning, that we would have the ability to utilize a search engine and we would need to know how to access the document. Do we log into their website? Ted said that we would probably have to catalog it with key words so documents can be found. Ted also suggested talking to another city that is doing something similar. Mary Beth said she would contact Mentor.
- Patsy asked if it was an ongoing grant. Ted said he wasn't sure.

Off-Site Storage

- Mary Beth and Janice went to old Village Hall and all of the boxes are tagged. There are few boxes containing pink copies of checks on the list for destruction.
- Mary Beth said in preparation of getting boxes ready for off-site storage, committee members can meet at the Service Department on Saturday, January 21 at 8:30 a.m. to finish going through the boxes that are being stored there.
- Janice asked when old Village Hall will be destroyed. Mary Beth said the date has yet to be determined but she did tell Diane Wolgamuth that the commission would like a few weeks' notice to make sure the boxes are taken out.

Community Shred Day

- Mary Beth said that Shredding Network is interested in offering their services again. She also said that Cintas is giving her information on January 19.
- The committee members chose Saturday, May 19 from 9:00 a.m. – 12 Noon for Shred Day. Post Note: Mary Beth did secure Cintas for this date.

Public Records Policy Revision

- Diane reported that there were no revisions at this time.

Public Records Request

- Mary Beth said that recently at a Council meeting someone stated that they had requested documents in 2007 and he said his request was not answered. The originator of the request cannot find the original document that he sent Mayfield Village requesting information. One of the items he is looking for is Caucus Minutes, Usually there is more discussion at Caucus meetings than Council meetings. Diane said that according to what she has been told, prior to 1997, the Minutes were recorded but not transposed to written media. She said that the gentleman is looking for ordinances about fire codes and the fire suppression system requirements. Diane said that he cited the Freedom of Information Act which does not apply to Mayfield Village. Diane said she spoke to him and sent him a copy of our policy.

Revisions to Records Retention Schedule

- Terry brought an example of an accident report to the meeting. She said the report is on the schedule to be destroyed after a certain amount of years. But she has noticed that part of the report remains in the dispatch's computer system but it is different than the original report because not all of the information is included. The diagram is hand drawn and is not in the computer. Diane said to make sure the retention schedule is accurate and talk to the IT person. Diane said she would recommend that it is completely destroyed. Terry said that they don't consider the partial report the actual report. She said that other departments might run into similar situations. Diane said she will check to make sure the word electronic is on the records retention schedule.

Legislative Updates

- Diane reported that there are none.

House Bill 9 Training

- Mary Beth said that she talked to the Auditor's office and there is nothing scheduled yet. She said that there are three Council members that need training. Patsy said there are other city's council members who also need the training. Mary Beth will follow up with the Auditor's office.

en Discussion

- Mary Beth said that there are some webinars about public records and she will circulate the information to the committee members.

**Next Meeting: Wednesday, February 15, 2012, 12:30 p.m.
Mayfield Village Civic Center**

Respectfully Submitted,



Danielle M. Echt