

**Records Commission Meeting  
Wednesday, July 20, 2011, 12:30 p.m.  
Wiley Park Pavilion  
Mayfield Village, Ohio**

**MINUTES**

**Attending:** Mary Beth Betsa, Diane Calta, Cheryl Garinger, Donna Heath, Susan Jerome, Maura McKinley, Patsy Mills, Nancy Plastine, Janice Reale, Terry Skomrock, Sean Supler and Jean Vitek

**Introduction:** The meeting was called to order at approximately 1:15 p.m. Nancy made a motion to approve the June 20, 2011 Minutes as written and Donna seconded. All committee members agreed.

**Off-site Storage Update**

- Mary Beth and Janice commenced inventory of the documents over at Village Hall. The Commission discussed recommending Shredding Network to Council as the off-site storage company.
- **Motion to refer the matter of off-site storage to Council for their further discussion and consideration, including the recommendation to utilize the services of Shredding Network for off-site storage following review and inventorying of documentation by the Finance Department.**

Maura McKinley, seconded by Terry Skomrock, made a motion to refer the matter of off-site storage to Council for their further discussion and consideration, including the recommendation to utilize the services of Shredding Network for off-site storage following review and inventorying of documentation by the Finance Department.

AYES:	All	Motion approved
NAYS:	None	Matter of off-site storage Referred to Council

- Discussion ensued concerning the Recreation Department equipment, including computers which are used for the pool and other events. These items can be stored on-site if there is room available. Mary Beth will check with Diane and Bill and will report back.

**Public Records Policy Revision**

- A suggestion was made to revise the policy of charging for public records. Requests have come in recently for copies of reports or documents which are a couple pages in length. At .05 per page, it costs more to process a .10 check. In checking with other municipalities and the policies of State organizations, there is a provision for an exemption of up to the first 20 pages.
- **Motion to revise the Public Records Policy of Mayfield Village to exempt the charge for the first 20 copies of a public records request.**

Jean Vitek, seconded by Cheryl Garinger, made a motion to revise the Public Records Policy of Mayfield Village to exempt the charge for the first 20 copies of a public records request.

AYES:	All	Motion Approved
NAYS:	None	Public Records Policy Revision Approved

Diane Calta will prepare the revisions for distribution to departments. The revision will be re-evaluated after a few months. As in the past, copies will not be made without pre-payment. If the documents need to be mailed, the requestor should additionally include a self-addressed stamped envelope with their pre-payment.

### **Status of Public Records Requests**

- Mary Beth received a request for contracts relative to the tower at the Fire Station. Mary Beth responded to the requestor that the documents are available and will be copied upon receipt of payment.
- The Fire Department received a request for photographs on the plane crash from a couple years ago. Diane Calta indicated this has been taken care of.

### **Revisions to Records Retention Schedule**

- There are no revisions at this time.

### **Legislative Update**

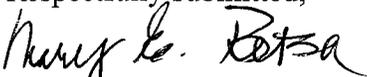
- Diane reported that the Ohio legislature recently placed a limit on fines for improperly destroying records. Damages were limited to avoid the “cottage industry”. The measure limits the fine to \$10,000 per case and attorney fees to \$10,000. The modification also requires that suits be brought within five years of a record’s destruction.

### **Open Discussion**

- There were no other matters.
- There being no further matters, the meeting concluded at 1:35 p.m.

**Next Meeting: Wednesday, September 21, 2011, 12:30 p.m.  
Mayfield Village Fire Department**

Respectfully submitted,



Mary E. Betsa