

**Records Commission Meeting  
Wednesday, May 18, 2011, 12:30 p.m.  
Mayfield Village Civic Center**

**MINUTES**

**Attending:** Mary Beth Betsa, Diane Calta, Donna Heath, Susan Jerome, Patsy Mills, Janice Reale, Terry Skomrock, Sean Supler, Jean Vitek, Diane Wolgamuth, Ron Wynne and Danielle Echt.

**Also Attending:** Anthony Coleman from Shredding Network

**Introduction:** The meeting was called to order at approximately 1:05 p.m. Jean asked for approval of the April 13, 2011 Minutes. Terry made a motion to approve them as written and Sean seconded. All committee members agreed.

**Community Shred Day**

- See attached from Shredding Network for breakdown of items shredded. Patsy said that there were 250 people who brought items and they were mostly Village residents. The Village shredded 19 boxes of material. Sean asked if the truck was able to shred the maps from the Building Department and Mary Beth said yes.
- Anthony reported how the shredding procedure works after the trucks return to the warehouse: once the items are in the shred truck they are taken to the plant and re-shredded. The material is then put into bales and transported to Dayton or Wisconsin where it is made into pulp and then made into paper towels and toilet paper.
- The committee agreed to offer another Shred Day on October 15, 2011 as long as Shredding Network is available.

**Off-site Storage**

- Mary Beth reported that there are over 300 boxes stored at Village Hall and 167 at the service department. She said that most of the boxes are permanent records. They cannot be kept onsite at the Civic Center. Mary Beth invited Anthony to the meeting to present information about off-site storage. See attached for a handout he distributed about advantages of secured document storage.
- Jean asked if the records would go to the same building as where the shredded material goes. Anthony said yes. Patsy said that based upon her visit to Shredding Network, she felt that the documents would be secure. Anthony said there is a log to sign in and out of, a visitor's badge is required, they are re-routing the walk to get to the conference room for individuals to view their records and employees are background checked.
- Ron asked where the facility is located and Anthony said in Wickliffe.
- Patsy asked about the fire suppression system. Anthony said there are sprinklers, heat sensors, smoke detectors and that Shredding Network has a disaster plan in case boxes get wet. He said the racks are designed to let the water drip down to the bottom. He said if the boxes get wet then the papers are freeze dried by another company which handles recovery for most companies in Ohio. He said the freeze dried paper should be readable but it won't be in the best shape like a regular piece of paper would be. Anthony said that they really couldn't put a value on the boxes but each box is insured for \$1 or \$2.
- Patsy inquired about the level of storage. Anthony said it can be tailored to each company's needs. He said that certain people from departments can be allowed access. Anthony said that maybe the Village would want to set it up so certain people in a department are only allowed access to their department's documents. Even for billing purposes, it can be broken down per department. Those who are allowed access could have a PIN number. Anthony said their website along with "Info Keeper" would permit those allowed access to get into the index. He said that Shredding Network can create the index and bar code each box or the departments can do it themselves. Anthony also reported that the company does not have to know what is in the box; it depends upon what the clients want.
- Terry asked how many cities are currently using Shredding Networks off-site storage service. Anthony said none yet but he is working on it.

- Diane Calta asked about the cost. Antony said there was information in the proposal he gave last year but based upon a 1.2 cubic foot box, he believes the quote was .17 each so based upon 500 boxes it would be \$102 a month approximately. Patsy asked what the retrieval cost would be. Anthony said \$1.00 a box with a \$20 delivery fee. He said that five boxes would then cost \$25 to retrieve and deliver.
- Jean asked if departmentalizing would cost more. Anthony said it depends and that usually the first project takes more time and involvement from Shredding Network. He said that they can teach the “Info Keeper” system to people so it would really help the client do things on their own.
- Patsy asked if there was a charge to pick up the boxes. Anthony said the initial setup charge is \$3.00 a box but he estimated that they could do the first retrieval at \$700. After that, the cost would be \$3.00 per box for pickup unless the Village utilizes “Info Keeper” because it is less work for Shredding Network to have to do. In that case it would be \$2.00 per box. There would still be the \$20 charge for pickup.
- Patsy asked if Anthony could put together a new proposal. She asked Ron what he would like to see in it. Anthony said the newest proposal was sent in October or November of 2010 and that would have current prices in it.
- Mary Beth asked that when looking at confidentiality, Shredding Network handles police departments correct? Anthony said yes. He said they recently worked with the FBI where counterfeit clothing/shoes/purses were confiscated. He said the items were shredded and are currently sitting in bales and they are trying to find a company to use them. Susan suggested contacting one of the companies that sells the rubberized mulch product.
- Diane Wolgamuth asked what happens when the records are ready for destruction, do we just notify Shredding Network? Anthony said yes. He said that boxes can also be labeled and dated for expiration and that way when the time comes, he would notify us and ask us if it could be destroyed. Anthony said once the item is destroyed, we would get a certificate of destruction.
- Patsy asked Diane Calta what she would need in the contract. Diane said that last contract she saw looked fine. She said the issue would be the details of what Mayfield Village wants moved. Diane said that off-site storage is good for the disaster recovery policy. She also said that the Village would need to consider when to move items in conjunction with community shred day because of the cost of moving boxes.
- Janice said that it would probably be best to keep 2 years of payroll easily accessible at Mayfield Village. These are the items at Village Hall. She said the rest of the boxes need to be kept forever. Janice asked if there is a ruling or law on how “permanent” something should be stored for. Terry asked if the Ohio Historical Society had a ruling. Diane said that she would check into it. Anthony said it doesn’t make sense to keep storing something if it is not needed and he suggested working with the Village on their Records Retention Policy.
- Janice said it would be best for Shredding Network to use a conveyor belt to get the boxes out of Old Village Hall. The committee agreed that the steps are very steep and narrow. Anthony said they would use manpower. Patsy said Village employees can’t do it. Anthony said that his employees would and he would be on hand to help and supervise as well. Diane said that the Village would have to barcode the boxes and get everything ready prior to the moving. Anthony said that Shredding Network would help as needed.
- Patsy asked if there could be one person in the Village allowed to have access to all PIN numbers. Anthony said yes.
- Janice asked if department heads would be able to visit the facility to see how everything works. Anthony said yes and they could train whoever needed to be trained.
- Patsy asked Anthony for a new proposal for 2011 so that Diane Calta and Ron could review it and then it could be reviewed at an upcoming department head meeting. Ron agreed that it was a good idea.
- Mary Beth said that she has 5 other companies to look into for comparison sake.
- The committee thanked Anthony for the presentation.

### **Public Records Requests-Log for State Auditor**

- Mary Beth said there has been discussion on the LGR website about the Auditor's Log and nobody seems to have a clear cut answer if it was necessary or not. She said if the Village were to keep an Auditor's Log, it would have to be part of the Public Record Policy and go on the Record Retention Schedule. It becomes a public record. She said during an audit, it may be asked for.
- Janice asked if the Village was going to use the log or not. Mary Beth said she felt it would be okay but for the departments like police and fire, she is not sure that it would be ideal for them to scan the records that go with each request and keep it on a zip drive because that is then creating another public record.
- Terry asked who is currently keeping the log now. Mary Beth reported that Rocky River is doing so currently. Mary Beth said it is not mandated yet. Diane Calta said she has not heard yet that it is mandatory. She said that some requests are lengthy so it might not be best to scan items but it is good practice to keep track of a request and that should be fairly easy. Diane said that right now it is not mandated but recommended. Terry asked if it should be implemented in 2011 or 2012. Diane said she would look into it and get back to the committee.

### **Public Records Policy Revisions**

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

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

- Diane Calta reported that there have been a few requests. She said that Mary Beth just gave her a new one from a sub-contractor with the new police building. She said it really didn't have anything to do with the Village other than they were looking for information.

### **Revisions to Records Retention Schedules**

- Diane Calta said she would look into the Auditor's Log and the meaning of "permanent" to see if any changes need to be made to the schedule.

### **Open Discussion**

- Patsy asked if House Bill 9 training at the Civic Center has been scheduled yet. Mary Beth said not yet.
- Patsy reported that the Records Commission was just passed in an Ordinance
- The meeting concluded at 2:05 p.m.

**Next Meeting: Wednesday, June 15, 2011, 12:30 p.m.  
Mayfield Village Civic Center**

Respectfully Submitted,

Danielle M. Echt