

**Records Commission Meeting
Wednesday, July 30, 2014 - 12:00 p.m.
Mayfield Village Civic Center**

MINUTES

Attending: Mary Beth Betsa, Maura McKinley, Suzanne McCann, Diane Calta, Donna Heath, Susan Jerome, Laurie Hughes, Patsy Mills and Jean Vitek

Approval of Minutes of Meeting of April 30, 2014

Patsy Mills, seconded by Susan Jerome, moved to approve the minutes of the meeting of April 30, 2014 as written. There was no opposition.

Revisions to Records Retention Schedules

Revisions are being worked on. Drafts should be available by the next meeting for department review.

Off-site Storage Update

There was no report.

Shred Day

We are awaiting a report from Cintas on Shred Day held in May. Mary Beth will contact Cintas again and request. The Commission approved the scheduling of another Shred Day in 2015. Mary Beth will check other companies to obtain quotes.

Public Records Policy Revisions

As there have been no revisions recently, Diane will be reviewing the public records policy to make sure that no changes need to be made.

Status of Public Records Requests

The police department have received requests for public records. There have been no major requests.

(OVER)

Legislative Updates

There was nothing to report.

House Bill 9 Training – May 23, 2014

House Bill 9 Training was held in Reserve Hall on May 23rd. Attendance was good.

Adjournment

There were no further matters for discussion. Susan Jerome, seconded by Donna Heath, moved to adjourn. The meeting concluded at 1:07 p.m.

Next Meeting: Wednesday, September 24, 2014 at 12:00 p.m.

Respectfully submitted,



Mary E. Betsa

For Danielle Echt