



**RECORDS COMMISSION
MEETING MINUTES**

March 12, 2015

9:30 a.m.

Village Green Municipal Building, Council Chambers

In attendance: Janelle Grubbs, Debra Miller, Steve Lutz, Gene Hollins and Susie Ross.

The meeting was called to order at 9:35 a.m.

PROPOSED REVISIONS TO RECORD SCHEDULE

Ms. Ross distributed an updated draft of the Police Unit within the revised Records Schedule, indicating the new updates made. Several departments did not suggest any changes and other departments made very minor updates as shown on the draft.

MOTION: Ms. Miller moved to adopt the proposed revisions to the Record Schedule. Mr. Lutz seconded the motion. The motion was approved.

PROPOSED REVISION TO CHARGES FOR RECORDS

Ms. Ross said the Police Clerks asked that she bring this matter before the Commission. They often take in small amounts of money to pay for 2-3 copies of public records and they request that the Records Commission discuss a revision to the City's Fee Schedule so copies of public records that total under \$1.00 would not have a fee charged. Ms. Ross referred to the statistics within her memo regarding the funds they have received in the past six months. The Clerks feel that the charge for these small amounts of documents does not justify the time expended to process the payment from receipt to deposit. There have been times that the delivery of a deposit to the bank has been required when there was only \$0.15 - \$0.20 cash to be deposited.

Ms. Miller said that does not happen very often but they would only waive about \$20 of fees per year if they change the fee schedule as suggested. She did not have an objection to waiving the fees. The Commission members agreed to send this proposal to the Finance Committee for their review.

OTHER COMMISSION BUSINESS - SIRE Update

Ms. Ross said Hyland Software purchased SIRE a while back and have decided to replace the SIRE software with their product, OnBase. They will migrate the software at no charge to the City and will provide a quote on moving the records currently in SIRE.

The IT Committee recently heard a presentation from the Hyland representative regarding the new features in OnBase and the process of migration.

Ms. Miller said it was interesting to hear from Hyland that they purchased SIRE to replace their own electronic document management component and then realized that it was best to move away from SIRE back to their OnBase product. When they looked into all of the software code and language they felt their product was far more up to date with current technology. She said the annual maintenance fee will go back up if the City chooses to migrate over to the new software.

ADJOURNMENT

Mr. Hollins moved to adjourn the meeting. Ms. Grubbs seconded the motion. By unanimous consent, the meeting was adjourned at 9:54 a.m.

The next meeting will be scheduled in late fall, 2015.