



**RECORDS COMMISSION  
MEETING MINUTES**

April 23, 2015  
10:00 a.m.

Village Green Municipal Building, Council Chambers

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

The meeting was called to order at 10:05 a.m.

**PROPOSED REVISIONS TO RECORD SCHEDULE**

Ms. Ross distributed copies of the Finance and Police Units of the Records Schedule. The Police department found an important flaw in their schedule regarding how long digital recordings are kept; the schedule indicates 2 years and the City server only has room to hold the records for 90 days. After discussion with the Police Chief and Deputy Chief, Staff decided it was proper to send through additional revisions to the schedule. Ms. Ross said the Ohio Historical Society Local Records Program indicated that the City only needs to send the units requiring additional changes. The annual revisions to the Records Schedule were authorized by the Records Commission in March and just approved by the State. The newly revised units will be sent for approval and inserted into the already approved schedule.

**MOTION:** Ms. Ross moved to adopt the proposed revisions to the Finance and Police Units of the Record Schedule. Mr. Hollins seconded the motion. The motion was approved.

**ADJOURNMENT**

Mr. Hollins moved to adjourn the meeting. Ms. Miller seconded the motion. By unanimous consent, the meeting was adjourned at 10:10 a.m.

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