



**RECORDS COMMISSION
MEETING MINUTES**

February 11, 2016
10:10 a.m.

Village Green Municipal Building, Council Chambers

In attendance: Debra Miller, Steve Lutz, Gene Hollins and Karen J. Mitchell.

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

PROPOSED REVISIONS TO RECORD SCHEDULE

Ms. Mitchell distributed copies of the current retention schedule as well as a new proposed draft. Ms. Mitchell explained that the Ohio Historical Society had changed the format of it's entire form so that the entire retention scheduled needed to be converted into the new format. Updates were made to the Clerk and Administrative Units. Updates and revisions were made to the Finance and Police Units of the Records Schedule.

Ms. Mitchell also updated the group on the transition from SIRE to OnBase. All preliminary equipment is in place and a schedule has been created for designing and implementing the software. Tentative training is schedule for four administrators for early March.

MOTION: Mr. Hollins moved to adopt the proposed changes to the Record Schedule. Mr. Ms. Miller 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 10:50 a.m.

The next meeting will be scheduled in late fall, 2016.