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**RECORDS COMMISSION
MEETING MINUTES**

August 6, 2020
11:00 a.m.

Village Green Municipal Building, Council Chambers

In attendance: Andy White, City Manager (via telephone); Gene Hollins, Law Director; Joseph Schmitz, Citizen Representative and Karen J. Mitchell, City Clerk.

The meeting was called to order at 11:00 a.m.

PROPOSED REVISIONS TO RECORD SCHEDULE

Ms. Mitchell distributed redline copies of the current retention schedule with the proposed changes in the Clerk's Department and Building Department. She explained the proposed changes and revisions made to proposed Records Schedule. There was discussion regarding separating out the Liberty Township building documents into a separate category and requesting the state allow us to destroy the paper copies or offer to return them to the township.

MOTION: Mr. Hollins moved to adopt the proposed changes to the Record Schedule. Mr. Schmitz seconded the motion. The proposed changes were adopted.

PUBLIC RECORDS REQUEST LOG

Ms. Mitchell reviewed the new STARS rating system put into place by the Auditor of State last year. The auditor implemented this program to rate how municipalities on how it receives, tracks and fills public records requests for best practices. Consistent with the recommendations, the clerk drafted a central log for all records requests that come into the City to fulfill the one missing recommendation. The committee agreed that the clerk should be the central person responsible for logging and tracking all public records requests that come into the City.

ADJOURNMENT

Mr. Lutz moved to adjourn the meeting. Ms. Miller seconded the motion. By unanimous consent, the meeting was adjourned at 11:48 a.m.

The next meeting will be scheduled in 2021.