



**ARCHIVES & RECORDS COMMISSION
MEETING MINUTES
September 26, 2005**

The Archives & Records Commission of the City of Aurora, Ohio met in the Council Chambers of the Aurora City Hall on Monday, September 26, 2005, for the purpose of holding a regular meeting. Mayor Lynn McGill called the meeting to order at 10:00 a.m.

ROLL CALL

Present: JoEllen Armstrong, Citizens Representative
Tracy Humbert, Clerk of Council
Mayor Lynn McGill
Robert Paul, Finance Director
Alan Shorr, Law Director

Also Present: Donna Hawks, Deputy Clerk of Council

APPROVAL OF MINUTES

MOTION: To approve the minutes of the September 20, meeting

Mr. Shorr moved, Mr. Paul seconded. The motion carried on a unanimous voice vote.

OLD BUSINESS

Status of last RC-3 Destruction

Review and Approval of Amendments to Retention Schedule (RC-2)

Ms. Humbert explained copies of the previous records retention schedule had been sent to all Department Heads asking if they want to make any amendments or changes. Ms. Humbert stated the Finance and Building Departments were the only departments that made adjustments. She stated she would forward the amended schedule to the State for their approval. She said once it is approved it will become the City's new Records Retention Operating Schedule.

Mr. Paul stated the Finance Department extended the time period for retentions so that the documents are available for a longer period of time.

MOTION: To send RC-2 to the State for approval

Mr. Shorr moved, Ms. Humbert seconded. The motion carried on a unanimous voice vote.

NEW BUSINESS

Approval to Submit Amended RC-3 to State

Ms. Humbert explained that last RC-3 that was approved by the Archives and Records Commission was never forwarded to the State. She stated the reason for that was that the Building Department had some issues with some of their boxes. Therefore, the process was stopped and there was never any follow up regarding this matter. She stated that an amended RC-3 will be forwarded to the State for their approval. Ms. Humbert stated that while waiting for approval from the State she has asked the Department Heads to check their boxes to make sure they are labeled properly and to make sure they are ready to be destroyed.

MOTION: To approve submitting the amended RC-3 to the state for approval

Mr. Paul moved, Ms. Humbert seconded. The motion carried on a unanimous voice vote.

Quotation Process for 2005 Shredding

Ms. Humbert stated in an effort to take the old records and get them destroyed by the end of the year she would like approval to get quotations for records destruction. She said she would return before the Commission early next year with the bid specifications for shredding and microfilming. She stated three vendors will provide quotations, and it should not be a significant expense.

MOTION: To approve obtaining quotations for the 2005 shredding of documents

Mr. Shorr moved, Ms. Humbert seconded. The motion carried on a unanimous voice vote.

Microfilming and Shredding Bid Contracts for 2006

Mayor McGill stated microfilming should be changed to DVD format. Ms. Humbert said she would check with the State but she believes there was an issue previously that the State did not accept DVDs as permanent media. Ms. Humbert stated she would put together the bid specifications and bring them to the Commission for approval.

Ms. Armstrong asked what would happen in the event of a disastrous fire in terms of the records. Mayor McGill stated the City conducts a backup every week of all of the servers off site. He stated the City has a backup system so the City can produce accounts and payrolls off of this site. He stated as for the records in City Hall the paper would probably be lost. Mr. Paul stated because of microfilming in the past there are duplicate sets of microfilm, one set at the Police Station and another set at City Hall. He stated that there is historical data still available. Mayor McGill stated there are documents housed in steel cabinets in the basement of City Hall. Mayor McGill stated it is very important that the microfilming is done.

ADJOURNMENT

MOTION: To adjourn

Mr. Shorr moved, Mr. Paul seconded. The motion carried on a unanimous voice vote.

The meeting was adjourned at 10:45 a.m.

Mayor Lynn McGill

Donna Hawks, Deputy Clerk of Council