



**ARCHIVES & RECORDS COMMISSION
MEETING MINUTES
November 1, 2006**

The Archives & Records Commission of the City of Aurora, Ohio met in the Council Chambers of the Aurora City Hall on Wednesday, November 1, 2006, for the purpose of holding a regular meeting. Mayor Lynn McGill called the meeting to order at 10:08 a.m.

ROLL CALL

Present: Tracy Humbert, Clerk of Council
Mayor Lynn McGill
Robert Paul, Finance Director

Absent: JoEllen Armstrong, Citizens Representative
Alan Shorr, Law Director

Also Present: Donna Hawks, Deputy Clerk of Council

APPROVAL OF MINUTES

MOTION: To approve the minutes of the September 26, 2005 meeting

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

NEW BUSINESS

Approval to Submit Amended RC-3 to State

Ms. Humbert stated the retention period had expired on the records listed. She said the list has been approved by all of the department heads. She hopes to have the records destroyed by the end of the year. Mayor McGill asked how many boxes would be destroyed. Ms. Humbert said the number is not as high as the last time. However there are some boxes that were not destroyed the last time that have already been approved that will be added.

Mr. Paul asked what is an occasional house check record. Ms Humbert said she assumes they are police department records of homes that are empty or homes the police made an occasional check on while the resident was on vacation.

Mayor McGill stated that the records on the list are all under state law guidelines as to what can be destroyed. Ms. Humbert said that is correct. Mr. Paul requested that the City have a complete list of the old records as well as those that will 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.

Update and Status of Records Management Process

Ms. Humbert stated the records that were approved last September for destruction were destroyed that following December. She said new catalog binders were purchased to store permanent records.

Ms. Humbert stated that the City's record management policy is outdated. She said the system used is not accurate for today. She stated she would like to hire Robert Schultz and Associates to review the City's current policy and retention schedule to have a professional opinion if the

City's policy and procedure is where it needs to be and how it can be improved. She stated that if it is not, the goal is to make the necessary changes to update and improve our procedures in order to move forward and do things the right way. She stated once that is accomplished specifications could be put together for microfilming. Ms. Humbert stated it then must be decided if the record should be captured on CD, DVD, or what the easiest method would be. She said that is out of her realm of expertise would like to have Mr. Schultz advise the City before a lot of money is spent in this area.

Mr. Paul stated determining the retrieval method of the information is difficult. He said he feels that is more crucial to the City than the microfilming itself. Mayor McGill stated technology has changed so much. Mayor McGill stated the recording is simple the question is how do you find it and what kind of search mechanism you use for retrieval.

ADJOURNMENT

MOTION: To adjourn

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

The meeting was adjourned at 10:23 a.m.

Mayor Lynn McGill

Donna Hawks, Deputy Clerk of Council