



ARCHIVES & RECORDS COMMISSION
MEETING MINUTES
September 20, 2007

The Archives & Records Commission of the City of Aurora, Ohio met in the Council Chambers of the Aurora City Hall on Thursday, September 20, 2007, for the purpose of holding a regular meeting. Mayor Lynn McGill called the meeting to order at 10:00 a.m.

ROLL CALL

Present: Tracy Humbert, Clerk of Council
Mayor Lynn McGill
Robert Paul, Finance Director
Jo Ellen 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 November 1, 2006 meeting

Ms. Humbert moved, Mr. Paul seconded. The motion carried on a 3-0-2 roll call vote with Ms. Armstrong and Mr. Shorr abstaining.

AYES: Ms. Humbert, Mayor McGill, Mr. Paul
NAYS: None
ABSTAIN: Ms. Armstrong, Mr. Shorr

NEW BUSINESS

Records Management Policy

Mayor McGill explained that a new Records Management Policy has been enacted by the State of Ohio requiring all departments within the City to follow the same procedures for public requests. Ms. Humbert stated that the State has passed House Bill 9 and it goes into effect September 29, 2007. As a requirement the City must create and adopt a policy that will set the standards on how to disseminate and maintain public records so that there is uniformity in all departments. She stated that through training she received a model policy that was a culmination of an outside consultant and the Attorney General's model policy. She said that amendments were made to the model policy so that it would meet the needs of the City.

Mayor McGill asked what type of information is included in the policy. Ms. Humbert explained that the policy contains information on how a public record is defined, what information is not public, what is public and how to handle information that is not public. Mayor McGill asked what is the difference between this policy and what is currently in place. Ms. Humbert stated that there is not much difference. She said the policy would benefit the City by educating different people in all of the departments and making the standards uniform. Ms. Humbert said that the Administration has agreed that each department will have a records manager. She said the records manager would be the keeper of the manual and know the most about it. She said all clerical staff and anyone else that can be approached for a public record should be able to fill that request.

Ms. Armstrong asked if all of these individuals have been oriented to the routine. Ms. Humbert said that an outside consultant gave a presentation along with training to City employees.

Ms Humbert stated one big change is if you refuse a record you need to cite why you are refusing the record and by what legal authority. And if it is something the City did not generate or the resident is asking for the information incorrectly we now have to assist them and help them obtain what they are looking for.

Ms. Armstrong stated she noticed in the information provided the charge for copying some of the documents seems high. Mayor McGill stated that the City cannot include any labor costs in the charge. Mayor McGill stated the highest charge is for copies of the codified book; that fee is what the City is charged by an outside source.

Mr. Shorr stated there are penalties if the City does not comply and the citizen would have the right to take the City to court. He said records must be made available and City employees must be cooperative.

MOTION: To approve and submit the Records Management Policy to Council for approval

Mr. Paul moved, Ms. Humbert seconded. The motion carried on a 5-0 roll call vote.

AYES: Ms. Armstrong, Ms. Humbert, Mayor McGill, Mr. Paul, Mr. Shorr

NAYS: None

Amendments to Schedule of Fees & Charges

Mayor McGill stated the worksheet of fees and charges that has been prepared will be part of legislation that goes forward if approved by this commission.

MOTION: To approve Amendments to Schedule of Fees and Charges and submit to Council for approval

Mr. Shorr moved, Ms. Humbert seconded. The motion carried on a 5-0 roll call vote.

AYES: Ms. Armstrong, Ms. Humbert, Mayor McGill, Mr. Paul, Mr. Shorr

NAYS: None

Ms. Humbert stated as a part of the House Bill 9 the City is required to put posters in each department that defines our open records policy. Ms. Humbert circulated amongst the commission a sample of the poster.

ADJOURNMENT

MOTION: To adjourn

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

The meeting was adjourned at 10:31 a.m.

Mayor Lynn McGill

Donna Hawks, Deputy Clerk of Council