

ARCHIVES & RECORDS COMMISSION
MEETING MINUTES
July 22, 2008

The Archives & Records Commission of the City of Aurora, Ohio met in the Council Chambers of the Aurora City Hall on Tuesday, July 22, 2008, 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
JoEllen Armstrong, Citizens Representative
Alan Shorr, Law Director

Also Present: Judy Conkling, Administrative Assistant, Planning, Zoning & Building Division
Donna Hawks, Deputy Clerk of Council

APPROVAL OF MINUTES

MOTION: To approve the minutes of the September 20, 2007 meeting

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

NEW BUSINESS

Approval of Revised Records Retention Schedule

Ms. Humbert stated changes were made to the existing retention schedule. She said the changes are noted in bold and strikeouts. Ms. Humbert explained because the Planning, Zoning and Building Departments have merged a lot of their records have been combined. She said rather than having the same types of files in two departments they have combined them into one.

Ms Humbert stated the Police Department added newly created files. She said they also are eliminating the prisoner booking video recording tape.

Mr. Paul stated that in other sections Parks and Recreation has completely eliminated fee books. He said he assumes they are being picked up somewhere else in another category.

Ms. Humbert stated the Department Heads have charge of their own records and if the records no longer exist they let the Clerk's office know.

Mr. Paul stated that when a Department Head has crossed off an item they should submit a report or come before the Commission and explain any important changes. Ms. Armstrong stated Parks and Recreation have few categories to start with and they have eliminated half of them.

Ms. Humbert stated Parks and Recreation now do all of their collections on-line and there is a possibility that all of those records are now computerized. Mr. Paul stated these are the things that would be nice to know. Ms. Humbert stated they probably generate a paper report and there is no longer a fee book.

Ms. Cindy Watson, Legislative Assistant stated that she received a memo from the Parks and Recreation Department where they have requested eliminating permission slips or waivers,

team rosters and scorebooks. She said they also do not have a fee book, fees would be found under revenue receipts.

Mr. Paul stated he now understands all of Parks and Recreation and would like to know about Planning and Zoning. Ms. Humbert stated if you look at the two sections you can see that a lot of the category names are the same in both departments so they are basically eliminating the reference in both places because the two department's files are now combined.

Ms. Armstrong stated she does not understand why Parks and Recreation would not keep the waivers and permission slips. Ms. Humbert stated that she talked with the Administrative Assistant, Madie Marazzi and Director Jim Kraus and they said the reason they are eliminating the records is because the majority of the registrations are computerized and it is not a requirement as part of the computer program. She said that on occasion they still get a manual permission slip and they do keep those. Ms. Humbert said that she informed Director Kraus that she will eliminate the strike-out and will keep those records.

Mr. Paul stated that he noticed that the Building Department has eliminated just about everything because of them merging with Planning and Zoning. Ms. Conkling stated that all of the files that were removed from Section 2 have been combined with the Planning and Zoning files.

MOTION: To leave Parks and Recreation permission and waivers as part of Section 9

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

MOTION: To approve Revised Records Retention Schedule with changes that were noted the elimination of Section 2 Building Department and renumbering of other sections and addition of Building as part of the Planning and Zoning category

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

Approval of RC-2 Schedule of Records Retention and Disposition

Ms. Humbert stated that the RC-2 Schedule is a summary of the changes that were made to the complete retention schedule. She said this is the form the State will sign off and send back to the City for our records.

MOTION: To approve the RC-2 Schedule of Records Retention and Disposition

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

Approval of RC-3 Certificate of Records Disposal

Ms. Humbert stated the list includes all of the records slated for destruction that have been archived in the basement. She said they are the next set of records that have met the retention schedule and once they are approved by the Commission the form will be sent to the Ohio Historical Society for approval and then to the State Auditors. She said once the form comes back the destruction will be scheduled. Mayor McGill asked how the destruction is carried out. Ms. Humbert said estimates are being obtained from shredding companies. Ms. Humbert said the shredding will be done on site.

Mayor McGill complimented Ms. Humbert and her team on the work that has been done since she has taken this over.

Ms. Armstrong asked the difference between the revised schedule and the previous one. Ms. Humbert stated the Water Department found more boxes that they wanted included in the shredding so they would not have to be carried over until the next one.

MOTION: To approve the RC-3 Certificate of Records Disposal list for destruction
Ms. Humbert moved, Mr. Shorr seconded. The motion carried on a unanimous voice vote

Mr. Paul stated that he likes the idea that if a category is eliminated a written report is provided in the future.

ADJOURNMENT

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

The meeting was adjourned at 10:28 a.m.

Mayor Lynn McGill, Chairman

Donna Hawks, Deputy Clerk of Council