

RECORD OF PROCEEDINGS

Minutes of Records Commission

Held August 28, 2023

Call to Order

Chair Michael Davis called the meeting to order at 10:00 a.m.

Commission members present:

Michael W. Davis	Chair
Martina Dillon	Law Director
Don Buczek	Finance Director
Donald Burchett	Citizen Appointee

Commission members absent: None

Staff present: Police Chief Craig Richardson, Clerk of Council Amy Brown

Approval of Minutes

Records Commission Meeting Minutes - September 30, 2020

Mr. Davis asked if there were any changes or corrections to the September 30, 2020, Records Commission meeting minutes.

Ms. Dillon moved the minutes be approved as submitted.

RESULT: **ACCEPTED**
AYES: Davis, Dillon, Buczek, Burchett

Business

RC-2 Review and Approval

Mrs. Brown presented the Citywide RC2 for Commission review. She stated the highlighted items are changes to the previous schedules and the New Community Authority and the CIC are on separate schedules. Mr. Buczek stated this was a recommendation of the Ohio State Auditor. Mrs. Brown shared that the City Manager and Finance Department schedules reflect the Coronavirus records. She suggested that the Commission approve the RC2s and that it be forwarded to the Historical Society.

RESULT: **PASSED**
MOVER: Ms. Dillon, Law Director
AYES: Davis, Dillon, Buczek, Burchett

Other Business

Ms. Dillon asked if Mrs. Brown wanted to schedule a Records Commission in six months. Mrs. Brown stated the next Records Commission meeting will be held to review the RC3s for destruction after the approved RC2s have been returned by the Ohio Historical Society.

Adjournment

Adjournment at 10:20 a.m.

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ATTEST: Administrative Secretary, Kim Wallace