



City of Hudson, Ohio

Meeting Minutes

City of Hudson – Records Commission Minutes

Wednesday, November 14, 2018

11:15 AM

Municipal Services Center

1. Call to Order – Jody Roberts, Chair

- a. Pursuant to Chapter 290 of the Codified Ordinances of the City of Hudson, Ms. Roberts, Chair, called the Records Commission meeting to order at 11:13 a.m. in the Hudson Conference Room.
- b. Present: Jody Roberts, Communications Manager; Elizabeth Slagle, Clerk of Council; Erin Schaad, Secretary to the Commission; Jeff Knoblauch, Finance Director; Matt Vazzana, City Solicitor; Joanne Moore, Citizen member; Beth Weiser, Parks Department, Patty Fohner, Public Works Department and Alicia Schrenk, Community Development Department

2. Review and Approval of Minutes

- a. Mr. Knoblauch moved to approve the minutes of the June 13, 2018 meeting. Mrs. Slagle seconded the motion. By vote: Ms. Roberts, yes; Mrs. Slagle, yes; Mr. Vazzana, yes; Mr. Knoblauch, yes. Motion carried.

3. Review of RC-2 Submissions for Approval

- a. RC-2 for Utility Billing

Mrs. Schaad explained there is only one change for the Utility Billing RC-2. Record UB1800016 was changed from paper type to “multi” type. Mrs. Slagle moved to approve the RC-2 for Utility Billing as submitted. Second by Mr. Knoblauch. By vote: Ms. Roberts, yes; Mrs. Slagle, yes; Mr. Vazzana, yes; Mr. Knoblauch, yes; Mrs. Moore, yes. Motion carried.

- b. RC-2 for Public Works

Mrs. Weiser explained that Public Works is looking to combine retention schedules for Parks, Cemetery and Golf and have them all under the Public Works Retention schedule. Ms. Weiser went over various records that were deleted due to duplication once the retention schedules were combined. Ms. Weiser indicated that many retention periods were changed to reflect those on the Public Works retention schedule. In reviewing the schedule, it was noted that many changes were incomplete, and others needed to be added. Mr. Vazzana suggested that Ms. Weiser bring back the Public Works Retention Schedule as a red-lined version for the next meeting. Mrs. Roberts moved to postpone the approval of the Public Works RC-2 until the next Records Commission meeting. Mrs. Moore seconded the motion. By vote: Ms. Roberts, yes; Mrs. Slagle, yes; Mr. Vazzana, yes; Mr. Knoblauch, yes; Mrs. Moore, yes. Motion carried.

- c. RC-2 for Community Development

Mrs. Schrenk advised that many of the changes to the Community Development RC-2 are changing the type of records from “paper” to “multi”. Mrs. Schrenk also noted that record 33a needs to have “retain permanently” added to it. Record 33b was eliminated. Record 34a needs to have “retain permanently” added to it. Record 6A needs to have “retain permanently” added to it. Record 12A should state “retain permanently”. Record 17A should state “retain permanently”. Mrs. Roberts moved to approve the Community Development RC-2 as amended with changes to 6A, 12A, 17A, 34B, 37A, 33A and removing 33B. Mrs. Moore seconded the motion. By vote: Ms. Roberts, yes; Mrs. Slagle, yes; Mr. Vazzana, yes; Mr. Knoblauch, yes; Mrs. Moore, yes. Motion carried.

Miscellaneous Business

Mr. Vazzana stated that departments bringing changes to their RC-2 forms in the future will need to present a red-lined version to the Commission. This will make for easier viewing of changes and additions/deletions.

4. Next Scheduled Open Meeting

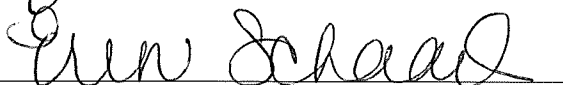
- a. To be determined

5. Adjournment

- a. There being no further business, the meeting was adjourned at 11.56 a.m.



Jody Roberts, Chair



Erin Schaad, Secretary