



**RECORDS COMMISSION - BRAD MCCLOUD
TUESDAY DECEMBER 20, 2016**

MEETING: IMMEDIATELY FOLLOWING THE PREVIOUS MEETING

**PLACE: MAYOR'S CONFERENCE ROOM
7232 E. MAIN STREET, 2ND FLOOR, REYNOLDSBURG, OH 43068**

1. Call to Order

PRESENT: Beggerow, McCloud, Harris, Hood, Clemens
ABSENT: Martin

2. Approval of Agenda

Agenda stands approved.

3. Approval of Minutes

a. Records Commission – Meeting – May 4, 2016

Minutes stand approved.

4. Discussion

a. RC-2 Update for Mayor's Court (Clerk of Courts)

This item was presented to enable the Clerk of Courts to transition their records to an electronic format. The request was to change items listed as "Paper" on the RC-2 to "Multi" to factor in the new electronic records formats.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Richard Harris, City Auditor
SECONDER:	Jed Hood, City Attorney
AYES:	McCloud, Harris, Hood
ABSENT:	Martin

b. Clerk of Council RC2 Update

2 Items added to the Council RC-2 will add ordinance support items both paper and electronic to be disposed of after 10 years depending on the items. Mr. Hood stated that we need to be sure that the department from which the item originated would still have their copy of the document. Mrs. Beggerow stated that the items would be scrutinized and reviewed for historical value and that most likely the Historical Society will request further documentation before allowing these records to be destroyed.

Additional discussion:

HB 9 Training for new Employees

Scheduling the next Records Commission meeting following the March 28, 2017 TIB meeting.

Also to let it be known that agendas and minutes are available on the City's online platform reynoldsbουργcityoh.iqm2.com

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jed Hood, City Attorney
SECONDER:	Richard Harris, City Auditor
AYES:	McCloud, Harris, Hood
ABSENT:	Martin

5. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Harris, City Auditor
SECONDER:	Jed Hood, City Attorney
AYES:	McCloud, Harris, Hood
ABSENT:	Martin