



**RECORDS COMMISSION - BRAD MCCLOUD
TUESDAY DECEMBER 19, 2017**

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, Cicak, Piek
ABSENT:

2. Approval of Agenda

3. Approval of Minutes

a. Records Commission – Meeting – July 25, 2017

RESULT:	ACCEPTED
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4. Discussion

a. Amendment of the RC2 for Income Tax Department

Mr. Harris stated that the addition of an item to the RC2 was to reflect the addition of income tax board of review meetings that were going to become more frequent.

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

b. Amendment of the RC2 for Police Department

Mrs. Beggerow stated that the changes to the Police Department RC2 was to change all of the "paper" items to "multi" to reflect the changing way that records were being made/obtained.

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

- c. Discussion on Restoring Old Ordinance/Minute Books- Motion to move forward with project to restore the histoical items in need of repair.

Mr. Hood expressed that it is important that these items be preserved.

Mrs. Beggerow stated that the funds for the proposed projects of restoring the 4 oldest ordinance/minute books and digitizing the ordinance/minutes from current to oldest documents have been included in the Council 2018 Budget.

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

- d. Motion to move forward with the digitizing of records in the Clerk of Council's Office

Mrs. Beggerow stated that the other project in store for 2018 is to have Fireproof records pick up the ordinances (first) and the past minute books and have them digitized. The hope is to post them to the website for public consumption.

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