



**RECORDS COMMISSION - BRAD MCCLOUD
TUESDAY JULY 25, 2017**

MEETING: 10:30 AM

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

1. Call to Order

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

2. Approval of Agenda

3. Approval of Minutes

a. Records Commission – Meeting – December 20, 2016

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

4. Discussion

a. Records Retention Schedule Updates

3 schedules were brought forward to amend. The Mayor's office, the Human Resources Department and Council office. Motion was made and approved to accept the amended schedules.

Mr. Hood discussed going electronic in the future but that for his office it would be a rather large capital expense.

Mrs. Beggerow pointed out that with the assistance of an intern, ordinances from 1939- 1963 were available electronically on the City Drive and that Council legislative files/supporting materials were also available and hard copies are no longer being printed and saved. Mr. Hood asked if there was a back up plan/disaster recovery and Mrs. Beggerow responded that the items are located in the Cloud via the Council program Accela to begin with, just an alternate copy is saved in the City folder.

Mr. Piek from the Reynoldsburg/Truro Historical Society was in attendance and said that they are currently gathering the information that pertains to just Reynoldsburg and Truro

township and digitizing photographs and that there is a plethora of geneological information that they have made available.

Mr. Hood asked Mr. Piek what information would they want from the city as it pertains to records and Mr. Piek responded to just contact him before disposing old documents and they can let us know if they want the record.

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

- b. Motion to Direct Clerk of Council to check into cost for restoring old/damaged records books

Mrs. Beggerow stated that she was interested in budgeting for restoration of some old records books in her office. They contain ordinances/minutes from the late 1800s. The three books should be restored and rebound.

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

- c. Motion to direct Clerk of Council to check on pricing of binding ordinances

Mrs. Beggerow stated that she was going to look into binding ordinances into book form to remove them from the 3 ring binders they are currently in. This way they are in a more permanent medium and easier to store.

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

5. Adjournment