



**RECORDS COMMISSION - BRAD MCCLOUD
WEDNESDAY MAY 4, 2016**

MEETING: 10:00 A.M.

**PLACE: COUNCIL CONFERENCE ROOM
7232 E. MAIN STREET, 1ST FLOOR, REYNOLDSBURG, OH 43068**

1. Call to Order

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

2. Approval of Minutes

a. Motion to Accept the Minutes from the September 2, 2015 Records Commission Meeting

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

3. Discussion

a. Discussion on Public Records RC2 Schedules

1. Motion to approve the Amended RC2 Statements

Amended RC2 statements were presented for the following Offices: Auditor, Development and Police Department. These will need to be approved by the State of Ohio and Ohio Historical Society before they can be used for Records Retention.

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

2. Motion to Authorize a Shred

City Departments are requesting a shred day. Once the amended RC2s have been returned by the State of Ohio and Ohio Historical Society, a shred day will be scheduled.

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

4. Motion to Adjourn

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