



**RECORDS COMMISSION - BRAD MCCLOUD
TUESDAY FEBRUARY 26, 2019**

MEETING: 10:30 A.M.

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

I. Call to Order

PRESENT: Beggerow, McCloud, Hood, Cicak
ABSENT: Peik

II. Discussion

1. Discussion on Moving Off Site Records from Iron Mountain to Fireproof Records

Members of the Commission asked about the cost differences between Iron Mountain and Fireproof. Mrs. Boller, HR Director stated that Iron Mountain was running 700-800 a month whereas Fireproof had quoted about \$130.00 per month for the first 350 boxes. Mrs. Boller informed the Commission that there would be a shred at Iron Mountain prior to the moving of boxes to Fireproof. Mrs. Boller also stated that there would be additional costs from Iron Mountain to pull the remaining boxes and close out service.

Mr. Hood asked the location of storage for the new service, Mrs. Boller answered Grove City, vs. Iron Mountain in Obetz.

Mr. Hood made the motion to authorize the move to Fireproof, Mr. Cicak Second. Unanimous approval.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jed Hood, City Attorney
SECONDER:	Stephen M. Cicak, City Auditor
AYES:	McCloud, Hood, Cicak

2. Discussion on SMS/MMS/Instant Messaging Records

The question for the Commission presented is do the SMS/MMS messages need a separate notation on the RC2 or do officer's just need training on how to apply these messages to current RC2 record series. The Commission determined that the Officers need to apply the messages as they fit their RC2- so records of value will be placed into the Officers' reports. Other messages will be destroyed as per RC2.

3. Motion to Accept RC3 Presented by City Council Office

The Clerk of Council has an RC3 to submit to the Historical society for approval do destroy. These records consist of Legislative files (back up material) for ordinances from 1989-1990 consisting of daily operations. Zoning and Annexation files have been pulled to retain. Motion from Mr. Hood to approve RC3, Second by Mr. Cicak. Unanimous approval.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	McCloud, Hood, Cicak