

**MINUTES OF THE MEETING
OF THE RECORDS COMMISSION
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT**

December 6, 2011

The Records Commission met on this date, Tuesday, December 6, 2011, 11:00 a.m. at Cleveland Metroparks Administrative Office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed Chairperson Thomas R. Coles, Legal Representative Rosalina Fini, Fiscal Representative David J. Kuntz, Secretary Christina M. Anderson and Members Carl Casavecchia and Cindy Price (replacing retiring Member Richard Miller) to be present. It was determined that there was a quorum.

Also present: Lt. Terry Bernath

APPROVAL OF MINUTES.

It was moved by David Kuntz, seconded by Christina Anderson, and carried, to approve the minutes from the meeting of November 9, 2010.

Vote on the motion was as follows:

Ayes: Coles, Kuntz, Casavecchia, and Anderson.

Nays: None

Abstain: Fini and Price

CHAIRPERSON'S REPORT.

INFORMATION/BRIEFING ITEMS.

1) *Historical Records Task Force Update*

Carl Cassavecchia distributed the Historical Preservation Project Report dated August 3, 2011, a copy of which is attached and incorporated into the minutes. Carl explained that in addition to completing the inventory of Park District Historical items, Judy MacKeigan, Seasonal Archivist/Historian is compiling a history of each department of the Park District.

2) ***Legal Update HB 153***

In accordance with HB 153, the Ohio Historical society in an effort to streamline has revised their RC-2 and RC-3 process. Participation is not mandatory, however those entities that submit a revised RC-2 Schedule of Records Retention and Disposition will no longer be required to submit an RC-3 Certificate of Records Disposal to the Ohio Historical Society and Auditor of State for approval for all records. Ohio Historical Society will indicate on the RC-2 Schedule any records that will still require an RC-3 form prior to destruction.

Members discussed and all agreed that Secretary Anderson should proceed with completing the updated RC-2 Schedule of Records Retention and Disposition for review and approval by CMRC at the next meeting.

ACTION ITEM.

Background

As anticipated under the Records Retention Policy, the Commission collected Applications for One-Time Disposal of Obsolete Records (RC-1) and Certificates of Records Disposal (RC-3) for approval at the Annual Meeting on December 6, 2011.

RECOMMENDED ACTION:

That the Commission approve the attached Application for One-Time Disposal of Obsolete Records (RC-1) and Certificates of Records Disposal (RC-3) as revised for submission to the Ohio Historical Society.

It was moved by David Kuntz, seconded by Rose Fini, and carried, to approve the Application for One-Time Disposal of Obsolete Records (RC-1) and Certificates of Records Disposal (RC-3) as revised for submission to the Ohio Historical Society.

Vote on the motion was as follows:

Ayes: Coles, Fini, Kuntz, Casavecchia, Price and Anderson

Nays: None

DATE OF NEXT MEETING.

The Commission will meet next on Tuesday April 17, 2012 at 11:00 a.m. at a location to be determined.

ADJOURNMENT.

The meeting was adjourned at 11:55 a.m.



Chaitperson