

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

**DECEMBER 3, 2008**

The Records Commission met on this date, Wednesday, December 3, 2008, 10:05 a.m., at the Administrative Offices of the Board of Park Commissioners of the Cleveland Metropolitan Park District, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed Chairperson Thomas R. Coles, Legal Representative Patricia Barz, Fiscal Representative David J. Kuntz, and Member Richard F. Miller to be present. It was determined that there was a quorum. Member Carl Casavecchia was absent.

**APPROVAL OF MINUTES.**

It was moved by Legal Representative Patricia Barz, seconded by Member Richard F. Miller, and carried, to approve the minutes from the Annual Meeting of December 5, 2007.

Vote on the motion was as follows:

Ayes: Coles, Kuntz, Miller, and Barz.  
Nays: None

**DIRECTOR'S REPORT.**

**INFORMATION/BRIEFING ITEMS.**

***1) Records Retention Policy***

Chairperson Coles reported that the draft Record Retention Policy had been circulated and approved on behalf of legal counsel. Each of Miller and Kuntz confirmed that the Policy was acceptable. Coles and Barz indicated that the Policy would be finalized and circulated to Commission members at the next meeting.

2) ***Schedule of Records Retention and Disposal (RC-2)***

Chairperson Coles reported that the draft Schedule had been submitted, on an informal basis, to Angela Manella of the Ohio Historical Society (OHS). Ms. Manella gave comments and suggested edits to the draft Schedule. These comments, and edits, as applicable, have been incorporated in the draft Schedule circulated to Commission members. Chairperson Coles reported that prior to its submission to the OHS, the Schedule that previously had been reviewed by the Commission had been revised to reflect form RC-2 and to be separately typed as alpha sort. The Schedule also reflects comments in response to Inter-Office Correspondence to Barz to directors dated November 10, 2008, except for comments on behalf of rangers that Miller circulated and discussed with members. Chairperson Coles contemplates that the Schedule will be put in final form for approval by the Commission at a meeting during the first week of January, 2009, then submitted to the OHS in final form. The Commission contemplates that upon approval by the State Auditor, the Schedule will be circulated to directors and liaisons, preliminary to a meeting at which Miller will discuss the process.

3) ***Process Implementation***

- Submission of RC-2 to Ohio Historical Society
- Ohio Historical Society Submission to State Auditor
- Approval of RC-2
- RC-3 Implementation
- Meeting of Commission Regarding Proposed RC-3
- Submission of RC-3 to OHS
- Approval of RC-3
- Destruction of Records

Chairperson Coles informed members regarding conversations between Angela Manella at OHS, Coles, and Christina Anderson related to the process for implementation of the Records Retention Schedule. Coles reported that Ms. Manella advised him that approval on behalf of the State Auditor would be forthcoming approximately forty-five (45) days after Cleveland Metroparks submission to the OHS. Upon approval of the Schedule, as indicated above, the Commission discussed the advantage of a meeting with liaisons, at which meeting Miller would describe the process as implemented on behalf of the rangers. Subsequently, the Schedule will be posted on the intranet. Finally, members tentatively agreed upon the following timeline for implementation of the Records Retention Policy:

- Approval of the Schedule by the Commission at a meeting during the first week of January.
- Approval by the OHS and State Auditor on or before March 1, 2009.
- Circulation of the approved Schedule, as indicated above, with request for submission of RC-1 and RC-3s from liaisons to the Commission on or before April 1, 2009.
- Annual meeting of Commission to approve RC-1 and RC-3s in April 2009.

- Submission of RC-1 and RC-3s to the OHS on or before May 1, 2009.
- Commencement of destruction of records thirty (30) days after submission of RC-1 and RC-3s to the OHS unless intermediate contact by the OHS with the Commission.

**ACTION ITEMS.**

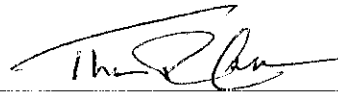
Approval of RC-2 (deferred).

**DATE OF NEXT MEETING.**

Chairperson Coles will schedule a meeting of the Commission during the first full week of January, 2009.

**ADJOURNMENT.**

The meeting was adjourned at 10:58 a.m.



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Chairperson.